

National Consultancies: Study on Housing for the B50% Income Group and the Challenges of Urbanization in Malaysia

Location : Kuala Lumpur and Putrajaya, Malaysia

Application Deadline : 24 January 2014

Type of Contract : IC

Post Level : National Consultants

Languages Required : English/Bahasa Malaysia

Starting Date :

March 2014

Duration of Initial Contract : 1 year

Expected Duration of Assignment : 1 year

BACKGROUND

According to World Urbanization Prospects, Malaysia has 72.8% of its population living in urban areas in 2011. This is expected to increase to 77.9% (higher than the official target of 73.5%) by 2020 with an average urban growth rate of 2.08% between 2015 and 2020. National statistics shows that Peninsular Malaysia is estimated to have an average of 63.1% urban population in 2005, Sabah 53.2% and Sarawak 54.6% with an average rate of growth of 4.93% for the whole of Malaysia between 1991 and 2000.

One of the key challenges caused by rapid urbanization to improving the well-being of Malaysians, in particular the bottom 50% of income group (B50), living in urban and peri-urban areas across the country is housing. Urban land markets, housing construction and the provision of urban services have been swamped by the speed of urban growth. With the rapid expansion of cities and increases in the value of land, the lower-income groups are often compelled to live in inner-city slums or pushed to the peri-urban areas on the fringes of the cities where residents are more isolated. The central role played by land rights and the provision of secure tenure, particularly in increasing access to improved housing, is increasingly recognized.

In view of this, United Nations Development Programme (UNDP) together with the Government of Malaysia is implementing a project focusing on housing for the bottom 50% of income group in major urban centres of Malaysia, with clear linkages to relevant initiatives and projects in the 10th Malaysia Plan (10MP) and the National Housing Policy (NHP) with the aim of providing inputs to the 11th Malaysia Plan (11MP) and a larger study on the Urban Vulnerable Group (UVG) by the Economic Planning Unit (EPU). It emphasizes on multidimensionality and linkage to wider issues of urbanization in its analysis. Through a combination of primary research, socio-spatial mapping, international best practices, literature review, desk research and stakeholder consultation, a full report capturing key findings and implementable policy recommendations will be put forward.

Proposal should be submitted to:

United Nations Development Programme,
Wisma UN, Kompleks Pejabat Damansara,
Jalan Dungun, Damansara Heights,
50490 Kuala Lumpur, Malaysia.

Any request for clarification must be send in writing to procurement.my@undp.org

Please write the Project Reference MyIC_2014_001 in your e-mail heading.

The deadline for submitting requests for clarification/questions is **20 January 2014.**

DUTIES AND RESPONSIBILITIES

I. SCOPE OF WORK

The study consists of the following 4 outputs:

1. Output 1: Main Report on Housing for the B50 (incorporating findings from the other three Outputs)
2. Output 2: Report on Socio-Spatial Mapping Exercise Using GIS
3. Output 3: Report on Primary Research/Survey
4. Output 4: Report on International Best Practices

The research team is comprised of one lead researcher (team leader) and one principal researcher for Output 1; one researcher for Output 2, one researcher for Output 3 and one researcher for Output 4 who will work closely with UNDP, EPU, DOS and other relevant stakeholders to deliver the outputs listed above. Two research assistants will support the research team and will work mainly under the supervision of the lead researcher and principal researcher.

The national consultancies are for the research positions for Output 1, Output 2 and Output 3 as well as the two research assistant positions.

POSITION 1: LEAD RESEARCHER (OUTPUT 1) – estimated 9 labor-months (Malaysians only)

The team leader, in coordination with the research team and the project manager will perform the following tasks:

- Lead and manage the entire research process;
- Design the detailed study scope and methodology (including the methods for data collection and analysis as well as framing the scope of research for the other Outputs);

- Conduct an analysis of the outcome and outputs strategy (as per the scope of the project document);
- Manage the division of labor within the research team;
- Review key documents and initiate and conduct discussions with the research team;
- Analyze the data collected and formulate recommendations based on the data;
- Lead and engage in stakeholder consultations as part of the research process and present key findings in stakeholder workshop to ensure effective engagements with stakeholders and government counterparts;
- Lead in the coordination and writing of the Main Report incorporating findings from the various research components;
- Finalize the entire Main Report.

POSITION 2: PRINCIPAL RESEARCHER (OUTPUT 1) – estimated 6 labor-months (Malaysians only)

The principal researcher will provide input into delivering the Main Report through a combination of research methodologies developed under the study in coordination with the team leader and the project manager. Specifically, the principal researcher will perform the following tasks:

- Participate in the design of the research methodology for the study;
- Conduct an analysis of the outcome and outputs strategy (as per the scope of the programme document);
- Collate and review relevant data and documents;
- Support the lead researcher in coordinating the research process with the researchers in the other Outputs.
- Review key documents and relevant papers as well as conduct discussions with stakeholders;
- Analyse the data collected and formulate recommendations based on the data;
- Support the lead researcher in stakeholder consultation and engagement and present key findings in stakeholder workshops;
- Write related parts of the Main Report as assigned by the lead researcher;
- Assist the lead researcher in finalizing the Main Report through incorporating stakeholder comments/inputs and research findings from other Outputs related to his/her assigned sections.

POSITION 3: RESEARCHER (OUTPUT 2) – estimated 6 labor-months (Malaysians only)

The researcher in this component will be responsible for the delivery of the Report on Socio-Spatial Mapping Exercise Using GIS. The scope and analytical framework of the report will be done in consultation with the lead researcher and principal researcher, coordinated by the project manager. Specifically, the researcher will perform the following tasks:

- Discuss and finalize the scope and analytical framework of the Report with the lead researcher and principal researcher;

- Coordinate, request, review and analyze the data set required for the mapping exercise;
- Assess the quality of the data in terms of its suitability for the mapping exercise and recommend potential improvements in data collection;
- Identify if and how the data can be used for the preparation of socio-spatial maps using GIS and then prepare such maps;
- Conduct an analysis of the mapping exercise;
- Provide recommendations on how the results of the socio-spatial mapping exercise can be used to derive specific housing policies and strategies;
- Conduct discussions with stakeholders and support the lead researcher in stakeholder consultation and engagement as well as present key findings in stakeholder workshops;
- Write and finalize the report for this component;
- Discuss findings with the lead researcher and principal researcher and provide inputs and contributions to the Main Report where applicable.

POSITION 4: RESEARCHER (OUTPUT 3) – estimated 6 labor-months (Malaysians only)

The researcher in this component will be responsible for the delivery of the Report on Primary Research/Survey. The scope and analytical framework of the report will be done in consultation with the lead researcher and principal researcher as well as DOS, coordinated by the project manager. Specifically, the researcher will perform the following tasks:

- Lead in the design of the research methodology and questionnaire for the primary research/survey;
- Collate and review relevant data and documents;
- Lead and manage focus group discussions and purposive survey. This will include the recruitment (if necessary), training (if necessary) and supervision of enumerators;
- Analyze the data collected and formulate recommendations based on the data;
- Conduct discussions with stakeholders and support the lead researcher in stakeholder consultation and engagement as well as present key findings in stakeholder workshops;
- Write and finalize the report for this component;
- Discuss findings with the lead researcher and principal researcher and provide inputs and contributions to the Main Report where applicable.

POSITION 5: RESEARCH ASSISTANTS (OUTPUT 1) –estimated 12 contractual-months

Two research assistants will assist the lead researcher and principal in delivering the Outputs for this project. The specific tasks of the research assistant are:

- Developing, collecting and analyzing data given by the researchers;
- Collecting and collating data, in particular to contact relevant agencies and institutions where data may be available, and to follow-up on such matters;

- Providing full assistance and support in making all administrative and logistic arrangements, including workshops, meetings, etc., and any other arrangements as instructed by the lead researcher, principal researcher and project manager;
- Ensure smooth and successful conduct of data entry, analysis and the project as a whole;
- Assist in preparing the databases and data sets for the analysis planned and will carry out the analysis under the instructions and guidance of lead researcher and principal researcher;
- Provide computer support to conduct all analysis;
- Assist in the retrieval of literature and any other material relevant to the development of the project and its estimates, and also the successful conduct of this project
- Assist in the preparation of all reports and provide secretarial support for any word processing or preparation of graphs and other graphics required for the reports, workshops, dialogues, focus group discussions, seminars or presentations;
- Assist in any surveys that may need to be carried out to collect data for the project
- Carry out any other duties as directed by the lead researcher, principal researcher and project manager, as required by the project.

II. METHODOLOGY

The consultancy will employ a participatory research methodology through a combined process of desk reviews, dialogues/discussions with stakeholders, socio-spatial mapping using GIS, purposive surveys, focus group discussions, and planned workshops.

III. DELIVERABLES & TIMELINE

The activities of the consultancy will be guided by the project document signed between UNDP and the Government of Malaysia and will involve the following deliverables:

Output 1

1. Inception Report
2. Interim Report
3. Final Report

Output 2

1. Interim Report
2. Final Report

Output 3

1. Inception Report
2. Interim Report
3. Final Report

IV. TERMS OF PAYMENT

Payments will be made to the consultant upon the delivery and acceptance of the outputs as identified as follows:

Output 1 and Output 3	
2014/2015	Payment Schedule
Inception Report	10%
Interim Report	40%
Final Report	50%
Output 2	
2014/2015	Payment Schedule
Interim Report	50%
Final Report	50%

The payment will cover local travel and operational expenses for the deliverable of the outputs.

V. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Proposal/Letter of Interest (Explaining why they are the most suitable for the work)**
2. **Financial proposal – based on the deliverable and terms of payment, please download the template for financial proposal at**
http://www.undp.org.my/files/editor_files/files/MyIC_2014_001_Financial%20Proposal%20Template%20%28B50%29_National%20Consultant.doc
3. **Personal CV including past experience in similar projects and at least 3 references.**
4. **Completed UN Personal History Form (P11) available at:**
<http://www.undp.org.my/uploads/p11%20personal%20history%20form.doc>

IMPORTANT NOTE: All the documents above must be attached and uploaded as one document when you are asked to upload your CV/resume on the application website. UNDP Malaysia reserves the right to disqualify any incomplete submission.

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COMPETENCIES

The researchers should have:

- Substantive knowledge and extensive research experience in the analysis of housing issues focused on the socio-economic dimensions in Malaysia.
- Excellent analytical skills as demonstrated, for example, by prior experience in policy-oriented studies with an in-depth understanding of issues related to housing and wider development issues in Malaysia.
- Excellent computer skills (word processing and statistical data analysis) and demonstrated ability to analyze data using statistical and computer packages. For Output 3, excellent skills in analyzing data sets, building databases and using GIS for mapping.
- Extensive knowledge in analyzing national statistics and for Output 2, experience developing and conducting purposive surveys and focus groups.
- Some experience participating in policy dialogues and presenting in academic seminars.
- Prior experience of liaising with government organizations, civil society, private sectors and local communities.
- Ability to work independently with a strong sense of leadership, initiative, discipline and self-motivation.

The research assistants should have:

- Knowledge and experience in data collection, data analysis and internet/website research.
- Basic computer skills – Word, Excel, and Power Point. Knowledge of statistical packages is an added advantage.
- Competent writing and communication skills.
- Good organizational and inter-personal skills.
- Experience in administrative, financial and technical field will be an added advantage.
- Multi-tasking skills and ability to work under pressure.

REQUIRED SKILLS AND EXPERIENCE

Researchers

Education

- An advanced degree, preferably a PhD or equivalent in Housing, Real Estate, Urban Development, Urban Economics or related disciplines.

Experience

- The researchers should have considerable credibility and experience in the areas housing and urban development and familiarity with the wider development issues in Malaysia. The lead researcher should have at least 10 years of relevant professional experience and the rest of the researchers should have at least 7 years of relevant professional experience.

Language

- Demonstrated ability to speak and write professionally in English and Bahasa Malaysia.

Research Assistants

Education

- **A Bachelor's Degree in Urban Development, Urban Economics, Real Estate, or any equivalent degree relevant to UNDP's practice areas will be highly advantageous.**

Experience

- The research assistant should have at least 2-3 years of professional working experience.

Language

- Fluent in written and spoken English and Bahasa Malaysia.