

Terms of Reference
Consultant (Individual/International))
Review of Poverty Score Card

Post title	Consultant (Individual/International) Review of Poverty Score Card for Poverty Targeting
Duty Station	Yangon, with travel to states/regions
Duration	33 days (September-October 2014)
Reports to	UNDP Social Cohesion and Governance Specialist (Yangon-based)
Type of contract	Individual Contract (IC)

1. BACKGROUND

Through its long presence in Myanmar, UNDP has collected valuable experiences and learning in promoting sustainable livelihoods and promoting socio-economic development of poor communities. Through its Human Development Initiative (HDI), and specifically, its ICPD- (Integrated Community Development Project) and CDRT (Community Development for Remote Townships) projects, UNDP has provided livelihood assistance to the poor and most vulnerable communities in over 5,000 villages, spread over 1,200 Village Tracts in 51 Townships in the country. ‘Improved Livelihoods and Social Cohesion’ Project (Output 5 of Pillar 1 of the UNDP Myanmar Country Programme Document 2013-2015) is programmed to address social cohesion issues in Myanmar, and is targeted across 300 villages across 07 ceasefire and high-poverty states.

The ‘Improved Livelihoods and Social Cohesion’ Output has used the Simple Poverty Score Card (SPS) as part of its assessment and village-planning exercises for identifying poor households at the village level for social-protection assistance. The tool has been administered by UNDP through its Implementing Partners (IPs – Community Based Organizations (CBOs) in over 300 villages in 24 townships in 07 states. This SPS was devised in 2012 for use by UNDP.

The SPS is an easy-to-use tool that can be used to estimate whether a household has per-capita consumption below a given poverty line, the poverty rate of a group of households at a point in time, and which also may be used to target services and assistance to the poor. The SPS was developed using base-data from the Integrated Household Living Conditions Assessment (IHLCA) (2009-2010).

UNDP’s partners in government and in the development community have expressed their interest in learning more about the use and relevance of the tool and in strengthening their capacity for using it as part of their poverty assessments and for poverty targeting. UNDP’s partners and staff have had mixed experiences with the SPS. It is important to assess the use of the SPS in UNDP’s own programming and to share these findings with its partners, before initiating capacity-strengthening or training activities on the tool. This kind of assessment can potentially be a valuable contribution to ongoing discussions on poverty alleviation and social protection and feed into the broader policy discussions on tools for poverty targeting.

2. OBJECTIVES

Against this background, UNDP wishes to identify a consultant to conduct a review of the SPS for poverty targeting, both by UNDP (under the 'Improved Livelihoods and Social Cohesion' Output) and other development organizations. The review should a) examine the SPS tool for usefulness and relevance to context; b) assess the administration of the SPS tool for effectiveness in determining beneficiary eligibility; and c) make recommendations for revising the SPS to fit in current context/changes. The review should also examine other poverty targeting tools being used in Myanmar by other development organizations.

The consultant will engage with UNDP at Yangon and area level to understand the current scope of community recovery and livelihood activities. The Consultant will also meet with UNDP's Senior Economic Advisor and personnel attached to the IHLCA exercise, to also assess the need to validate the base-data, given the significant changes to socio-economic context. The Consultant will need to visit the selected target locations and hold discussions with UNDP staff and Implementing Partners (IPs) to learn about their experiences in administering the SPS; conduct focus-groups discussions (FGDs) in target locations with CBOs and beneficiaries to test SPS targeting against local knowledge; validate the relevance of indicators already specified in the SPS and suggest required changes; meet with selected number of other development actors (government and non-governmental) to study other tools in use; prepare a report with findings and conclusions; and present the report to government officials and development partners.

The process of the assignment should be consultative. In the field, the consultant should facilitate discussions with local stakeholders and community members. The field locations to be visited will be identified in consultation with UNDP. UNDP will organize all meetings and related logistics.

3. SCOPE OF WORKS, DELIVERABLES, CONTRACTUAL MILESTONES

Output	# Days	Deadline	Duty-Station
Preparation – skype meetings, desk-review of materials, etc.	3	No later than 5 September	Home-based
Pre-Meetings with UNDP and livelihood agencies at Yangon level	3	No later than 15 September	Yangon <i>Consultant entitled to Living Allowance</i>
Field visit to 3 states	12 (inclusive of travel)	No later than 30 September	Chin, Shan and Mon <i>UNDP organizes/finances air travel and ground transfer. Consultant entitled to Living Allowance.</i>
Debrief meetings	1		Yangon <i>Consultant entitled to Living Allowance.</i>
Presentations to partners	3		Yangon (1.5) and Nai Pyi Taw (1.5) <i>UNDP organizes/finances air travel and ground transfer. Consultant entitled to Living Allowance.</i>

Debrief meetings	1		Yangon <i>Consultant entitled to Living Allowance.</i>
Draft Report submitted	5		Home-based
Final report to UNDP	5	No later than 31 October 2014	Home-based
Total	33		

4. PAYMENT SCHEDULES AND FINANCIAL OBLIGATIONS

The consultant will be hired under an IC contract and be paid in USD on the basis of the number of working days invested for each deliverable, as approved by UNDP. Three payments will be made as outlined in the table that follows.

Deliverables	Deadline	Payment
Upon contract signature	No later than 25 August 2014	Cost of economy round-trip airfare to duty-station
In-country mission completed	Not later than 30 September 2014	23 working days of the contracted amount
Final Report submitted	No later than 31 October 2014	10 working days of the contract

*The payment conditions indicated herein represents the **maximum amount** to be paid for the particular deliverable and will be based on the **actual number of working days** invested for the development of each deliverable. Number of days to be invested for each deliverable may change but the total number of days worked by the individual contractor cannot exceed **33 days** for this assignment (i.e. for submission of the deliverables).

5. MONITORING AND REPORTING

The consultant reports to the UNDP Specialist for Social Cohesion and Governance.

6. REQUIREMENTS

- Master's Degree in Economics, Development or related field.
- Minimum of 6 years' experience of relevant work, e.g. in development sector, poverty alleviation, recovery etc.
- International comparative knowledge of Myanmar or Asia-Pacific region an advantage
- Knowledge and experience of poverty analysis and poverty targeting and development and use of poverty score card tool
- Excellent English oral and written skills
- Excellent facilitation skills
- Computer literacy

7. SELECTION CRITERIA

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%. The technical proposal evaluation criteria are as follows.

Professional experience – 20 points

Experience specific to poverty research – 10

Knowledge of/prior experience in Myanmar and region – 10

Research skills – 10

Technical Proposal - 50

Only candidates obtaining a minimum of 70 points will be considered for the financial evaluation.

8. APPLICATION

- Interested individual consultants must submit the following documents/Information to demonstrate their qualifications and experience
- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- **A detailed CV and/or P-11, all support documents and the financial proposal must be part of the application and submitted/uploaded as one document.**
 - CV of consultant or nominated resource personnel including past experience in similar exercises.
 - Short proposal (2 pages max) on proposed methodology for research
 - Contact emails of three non-related referees.
- All applications must be submitted via e-mail to registry.mm@undp.org, Attn: Ye Htut Thein (Mr.), Procurement Unit, UNDP Myanmar on or before 12 August 2014.

Financial Proposal

1. The financial proposal shall specify a total lump sum amount. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount including professional fees, travel to join duty station/repatriation travel for the most direct and least economy class airfare, terminal expenses, per diems for the duration of stay in Myanmar and other costs such as communication costs, etc.
2. Payments of the proposed fees to the consultants are based upon delivery of the services and products specified in the TOR.

ToR Approved By:
Dilrukshi Fonseka, Social Cohesion and Governance Specialist, UNDP
Date: 31 July 2014