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## TERMS OF REFERENCE

Output ID:	Development Effectiveness Output (00086606) / Democratic Governance Pillar
Duration:	From 1 October 2015 to 31 December 2016 (up to 180 working days)
Contract Type:	Framework Agreement
Title of Consultancy:	Statistical Advisor (International)
Reporting Line:	Programme Specialist, Development Effectiveness Output, UNDP Democratic Governance Pillar
Duty Station:	Home, with in-country missions in Myanmar, upon requests

### 1) Background

The new Constitution and the November 2010 general elections brought unprecedented changes to Myanmar. The country is making rapid and rigorous efforts for democratic transitions and economic transformation through political and economic reforms. In 2014, the Government of Myanmar set a target to graduate as soon as possible from Least Developed Country (LDC) status and has accelerated its efforts to achieve development progress. Myanmar is now at the juncture of preparing for two critical transitions: the 2015 national election and the adoption of the globally-set post-2015 development agenda, *Sustainable Development Goals*.

The Government of Myanmar has been making good progress in articulating its development priorities and strategies. The Ministry of National Planning and Economic Development (MNPED) is currently finalizing a National Comprehensive Development Plan (NCDP), which is the country's 20 year vision document. The NCDP is an one step further from the previously developed short-term document titled *Framework for Social and Economic Reforms (FESR)*. Government has also prioritized the development of regional development plans for the fourteen states and regions within the overall macro framework of the overall NCDP. However, the availability of statistical data and use of data for planning as well as policy making purposes remain as challenges.

In responding to this, UNDP Myanmar provides technical support to the Government to collect, analyse and use socio economic data, mainly through the Integrated Household Living Conditions Assessment (IHLCA), Business Survey (in support of establishing System of National Accounts), Least Developed Country (LDC) data collection and management, among others. In doing so, UNDP Myanmar will help government departments strengthen their capacities to administer statistical activities and analyse the results for policy making purposes. These statistical activities are implemented through UNDP Myanmar's Development Effectiveness Programme of the Democratic Governance Pillar.

Since July 2015, UNDP's Statistical Specialist has been based within the MNPED to 1) provide technical support to the Ministry in conducting the IHLCA and the Business Survey; and 2) strengthen capacities of the Central Statistical Organization and Planning Department in collecting/using/analyzing socio-economic data by providing on-the-job coaching. UNDP's statistical support is currently being expanded to sub-national level and will soon start with capacity development activities, based on the results of the mapping exercise in the pilot Regions/States. In this context, UNDP seeks to engage an international Statistical Advisor, through UNDP's Framework Agreement, to work with the UNDP Statistical Specialist and key government departments for activities relating to capacity development of those departments in collecting/using/analyzing socio-economic data.



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## 2) Scope of Work

The following is an indicative list of key services UNDP would seek from the Statistical Advisor, based on needs arising. Specific work plans and deliverables will be agreed between UNDP and the Statistical Advisor in advance.

1. Statistical assessments:  
Research and assess the functioning of the national statistical system and/or statistical operations therein. This may include studies on how specific data is collected/used/managed, or a cataloguing exercise of existing statistical products in a specific thematic area. Statistical assessments would usually include specific recommendations for improvement.
2. Statistical capacity building:  
Consult with government departments to identify their statistical capacity building needs, review relevant documentation, produce recommendations for capacity building activities, design training programs, organize and provide trainings (UNDP will provide administrative and logistical support), produce the accompanying documentation.
3. Technical assistance and on-the-job coaching:  
Provide technical advisory services to government departments, work with government staff to achieve statistical outputs, building and improving upon existing skills and capacities.
4. Support to survey implementation:  
Provide technical assistance during various steps of survey design and implementation, including questionnaire design, development of manuals and fieldwork protocols, quality assurance, data cleaning, data analysis, report production, dissemination etc.
5. Statistical coordination:  
Facilitate dialogue and cooperation processes between different actors across of the national statistical system.

## 3) Institutional Arrangement

### 3.1) Reporting line:

The Statistical Advisor will report to the UNDP Development Planning and Effectiveness Specialist and UNDP Statistical Specialist.

### 3.2) Logistical arrangement:

- For all international travels:
  - o 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.
  - o UNDP will provide support for the visa process and pay for the visa fee, when needed.
- For all in-country travels:
  - o UNDP will cover costs related to all domestic travels – such as transport, living allowances, accommodation - in accordance with its regulations and policies.
  - o UNDP will provide logistical support to arrange transportations and accommodations.



- Interpretation/Translation: UNDP will arrange, as needed, and cover the costs.

3.3) UNDP will issue a contract to activate the rendering of service within the period of the Framework Agreement.

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#### **4) Duration of Assignment**

Duration: From 1 October 2015 to 31 December 2016 (up to 180 working days)

#### **5) Duty Station and Expected Places of Travel**

Duty Station: Home with travels to Myanmar

Travel places for in-country missions are not identified yet. The in-country missions will likely include, but not limited to, areas such as Yangon, Nay Pyi Taw, Mandalay, Kachin, Rakhine, and Mon.

#### **6) Qualifications**

Education: Master's Degree in Mathematics, Statistics, Economics, or Finance.

Experience:

- A minimum of 7 years' experience of relevant professional experience;
- Experience in designing surveys and calculating the data for official statistics;
- Experience in assessing government institutions' statistical capacities;
- Proven record of technical contribution to statistical publications;
- Proven record of delivering statistical presentations/trainings to different level of government officials;
- Prior experience of statistical work in Myanmar, South-East Asia and/or countries in transition is an asset;
- Strong interpersonal and coordination skills;
- Ability to work well in multi-disciplinary and multi-cultural teams.

Language: Excellent command of written and spoken English.

#### **7) Scope of Price Proposal and Schedule of Payments**

Candidates shall propose his/her professional fee per day, which will govern future contracts against the Framework Agreement within the validity period of the Agreement. Payments will be made by every 20 working days of the consultant's service. If the duration of one service is less than 20 days, all payments related to that work will be made in one batch. Other logistical arrangements are stated at the above the section - Institutional Arrangement.

#### **8) Recommended Presentation of Offer**

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) 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;



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- c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If the candidate 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 candidate must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

#### 9) Selection Criteria

Individual consultants will be evaluated based on the *cumulative analysis* of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 point from the technical evaluation would be considered for the financial evaluation.

Criteria	Total Points
<u>Technical</u>	100
Experience in designing surveys and calculating the data for official statistics	25
Experience in assessing institutions' statistical capacities	25
Proven record of technical contributions to statistical publications	10
Proven record of delivering statistical trainings to different level of government officials	20
Prior experience of working in Myanmar, South-East Asia and/or countries in transition	10
Prior experience of working on LDC issues	10
<u>Financial</u>	100

#### 10) Approval

Approved by:

Ms. Emma Morley	Team Leader, Democratic Governance Pillar, UNDP Myanmar	
Ms. Hye Ran Kim	Programme Specialist, Development Planning and Effectiveness, Democratic Governance Pillar, UNDP	