

United Nations Development Programme



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TERMS OF REFERENCE International Consultant

Assignment Title	Technical Advisor (Knowledge, Attitudes and Practices (KAPs) in Inle Lake Region)
Project	Governance for Resilience and Sustainability Project
Type of Contract	Individual Contract (International)
Contract Period	30 working days between 1 st September 2019 – 30 th May 2020
Supervisor	Project Manager & CTA, Governance for Resilience and Sustainability Project
Location	Home based (frequent travel to Nyaung Shwe, Shan State)
Country	Myanmar

I. BACKGROUND

The Inle lake is renowned for a number of traditional cultural and livelihood practices, which have made it one of the main attractions for Myanmar's booming tourism industry. The lake is, however, suffering environmental degradation from the combined effects of unsustainable resource use, increasing population pressures, climate variability and rapid tourism development.

The Government of Myanmar (GOM) implemented a number of initiatives to develop and conserve the Inle Lake in recent years. These initiatives were done in collaboration with a number of development partners including UNDP, UNEP, UNESCO, IUCN, IFC, Government of Norway, and UN-Habitat.

UNDP implemented the Inle Lake Conservation and Rehabilitation project in 2012, in collaboration with MOECAAF, and with financial support from the Royal Norwegian Government and in partnership with the United Nations Educational, Scientific and Cultural Organization (UNESCO). The objective of this initiative was to restore the environmental stability of the lake and improve the quality of life of local communities through the implementation of environmental conservation and environmentally friendly community development activities.

In 2015, the GOM prepared the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020) which identifies nine priority issues, including setting up an institutional framework for Inle Lake conservation management, developing baseline data on the natural and social environment for future conservation and development of Inle Lake, and promoting sustainable tourism practices, including improvement in infrastructure, training and capacity building for the local community.

The conservation and management of Inle Lake are long-term and ongoing processes, which are crucially needed to practice an integrated approach focusing on biodiversity conservation, integrity of the lake environment and improvement of the livelihoods of local communities. The Inle Lake Conservation plans aim at ensuring a balanced approach between conservation and development of Inle Lake through the active participation of local communities and key stakeholders. The estimated overall budget required to implement the Action Plan is USD33.3 million. The plan will also include monitoring and management systems to evaluate progress of conservation efforts.

Despite the overall achievements of projects and initiatives by the GOM so far, there are limitations in terms of strong mechanism to lead the necessary planning, decision-making, and coordination of different stakeholders and the necessary funding to support the implementation of the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020).

In the effort to provide continuing support to the GOM in promoting inclusive, resilient and sustainable development and environmental management (under Outcome 2: UNDP Myanmar CPD 2018-2022), UNDP Myanmar with the funding support from Government of Norway, is implementing a 2-year project on *Strengthening the Inle Lake Management Authority to Improve Development and Conservation*.

The project's main aim is to support the implementation of the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020) by strengthening the Inle Lake Management Authority, to coordinate, manage and develop the Inle Lake effectively. This will require strong leadership and coordinated efforts of all stakeholders involved – government, non-governmental organisations and local communities. As such, it is vital to strengthen the governance of Inle Lake to rally private, civil and government actors at various levels and defines various roles. It is also equally important to develop local capacities to collect and monitor the information of the lake's ecosystem and establish a baseline and central database to measure, assess and use data to support the roles of the stakeholders.

The 2 key results of the project are:

- 1. Result 1: *The Inle Lake Management Authority (ILMA) operates effectively and efficiently with adequate managerial, technical and financial resources and with the support from lake stakeholders.***
- 2. Result 2: *Progress in implementing the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020) is systematically and transparently reviewed through a monitoring and evaluation framework and supported through institutionalised information collection, tracking and sharing mechanisms.***

UNDP has engaged an NGO, the Myanmar Institute for Integrated Development (MIID), to provide technical assistance to the project.

II. OBJECTIVE AND SCOPE OF THE SURVEY

The objective of this assignment is to generate high-quality, reliable and valid data on the knowledge, attitudes and practices on environmental, social issues and development activities and management challenges of all stakeholders in Inle Lake area which include the Inle Lake itself and its watershed, to inform successful implementation of the project.

With the technical guidance of Project Manager and Chief Technical Advisor (GRSP) from UNDP Country Office, UNDP together with a service providing firm, plans to conduct a KAP Survey with the following objectives:

- to identify and analyse the challenges for development activities and management in Inle Lake area, and
- to conduct two survey/assessments (baseline and end line) of the stakeholder's perception on the environmental and social issues in Inle Lake area,
- to develop the baseline survey report including recommendations and intervention strategy that reflects specific local circumstances and the cultural factors that influence them and to inform the project activities to ensure that they are suited to the respective population involved,
- to compile the survey results, complete two sets of a statistical analysis (for the baseline and end line), and analyze the information gathered and present this in a draft report, and
- to submit a report that presents the results of the analysis.

The key target population of the KAP Survey:

- Researchers, local communities and relevant stakeholders (CSOs, government departments, local NGOs and development partners) who live or work in Inle Lake area.

The scope of this assignment will cover as per below:

- To work closely with the firm which will conduct the survey in order to provide technical inputs and guidelines to design and develop the survey methodology, questionnaire, to develop comprehensive tools for data collection with reference to the project documents and to support the training to the enumerators for the survey
- To provide technical guidance on the structure of the survey/s for different ethnic groups in Inle Lake region
- To supervise and provide technical inputs to the comprehensive survey report/s from draft to final
- To process the interpretation and analysis of the comprehensive survey report/s in order to produce communication materials (infographic, posters, etc.,) to present the key findings in the most effective way to Shan State Government or ILMA, UNDP and the other key stakeholders as required

III. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to the Project Manager/CTA, Governance for Resilience and Sustainability Project, of the UNDP Country Office in Myanmar as necessary against the deliverable progress for administrative purpose.
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor

IV. DUTY STATION

- The consultant will be home-based with travel to Nyaung Shwe, Shan State, Myanmar.
- The consultant will be prepared to communicate via video or teleconference facilities with the Project Team based in Myanmar.
- Any necessary missions must be approved in advance and in writing by the supervisor

V. TIMEFRAME

The consultancy will be carried out for 30 working days between September 2019 and May 2020.

VI. PAYMENT SCHEDULE

Interested persons are requested to submit their financial proposals quoting their **daily fees** noting the following conditions:

- Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the supervisor

Deliverable No.	Description of deliverables	Timeline	Payment
Deliverable 1	After completion and upon satisfactory of; - the structure of the survey, methodology and tools for data collection	31 September 2019	30 %
Deliverable 2	After completion and upon satisfactory of; - the baseline report - the detailed analysis of the report	31 November 2019	40 %

	- communication materials to present to the Shan State Government, ILMA and other key stakeholders		
Deliverable 3	After completion and upon satisfactory of; - the end line report - the detailed analysis of the report - communication materials to present to the Shan State Government, ILMA and other key stakeholders	31 May 2020	40 %

VII. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

- 1) **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
- 2) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- 3) **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
- 4) **Financial Proposal** that indicates the daily fees as per the template provided by UNDP

VIII. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Combined Scoring Method:

- Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:

- All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

- Educational background: 10 points
 - A masters or PhD degree in ethnology, sociology or research methodology

- Relevant Experience: 55 points
 - At least 7 years of work experience in undertaking research in socio-economic and development issues (15 points)
 - Demonstrated experience researching in ethnic areas or similar (10 points)
 - Specific experience in Myanmar or other South East Asian countries will be an advantage (10 points)
 - Experience working in a cross-cultural context and supporting junior lawyers whose first language is not English (15 points)
 - Experience working with government agencies, INGOs, UN agencies and civil society will be an advantage (5 points)

- English language skills: 5 points
 - Excellent command of written and spoken English

Financial Evaluation of Proposals:

- The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$

The contract shall be awarded to the applicant who receives the highest cumulative score.