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**TERMS OF REFERENCE**

Title of Consultancy: Environmental Statistics Advisor

Type of Contract: Individual Contract (International, senior level)

Duration of Assignment: 1 December 2019 – 15 June 2020

Working Days 65 fee days

Location: home-based and Nay Pyi taw, with travel to Yangon, Myanmar

1. **Background**

Myanmar is at a historic stage in its development. After the adoption of a new constitution in 2008 and the first election in 2010, a number of reforms have already been taken focusing on: good governance, human rights, socio-economic development and cease-fire agreements in a number of conflict areas. Myanmar’s vision is to become a modern, developed and democratic federal Union by 2030.

In August 2018, the Government of Myanmar has launched 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 aims to provide a “long-term vision (2030) of a peaceful, prosperous and democratic country and is founded upon the objective of giving coherence to the policies and institutions necessary to achieve genuine, inclusive and transformational economic growth”.[[1]](#footnote-1) The MSDP document highlights the critical need for a coherent and consistent government-wide monitoring and evaluation framework for its implementation.

However, the lack of reliable, up-to-date and sufficiently disaggregated data continues to be a major source of concern for government and development partners, as is the case in many other Least Developed Countries. In addition, there is little experience and few established processes for using the available data to feed into policy-making. In order to address this, the Government of Myanmar has initiated efforts to strengthen the collection and use of statistics. Key initiatives include a new statistics law and the elaboration of a National Strategy for the Development of Statistics (NSDS).

The NSDS, covering five years period 2019/20 – 2023/24, is envisioned to strengthen the statistical capacity across the national statistical system (NSS). To support effective implementation of NSDS action plans, the government has formed ten statistics clusters, including the Environment Statistics Cluster is one of them. Environmental Conservation Department of the Ministry of Natural Resources and Environmental Conservation is leading the Environment Statistics Cluster.

Under the current term of NSDS, there are four areas of focus for environmental statistics which are a) core environmental indicators, b) land accounts, c) forest accounts, and d) water accounts. Recently, Environmental Conservation Department and other departments involving in the Environment Statistics Cluster have identified 100 core environmental indicators. The Cluster has identified that development of these core environmental indicators is the entry point for the development of environmental statistics in the medium term.

**UNDP support to MSDP and NSDS implementation**

Against this background, UNDP has been supporting the government in the implementation of the MSDP and the NSDS. UNDP has been supporting the Ministry of Planning and Finance in developing the monitoring and evaluation framework for the MSDP, the National Indicator Framework (NIF), which is the first comprehensive indicator framework of Myanmar, aiming to monitor against the 28 strategies of the MSDP. Among the NIF indicators, environmental indicators are included as cross-across all 28 MSDP strategies.

In September 2019, process of metadata development for the NIF indicators was launched and it is expected to complete in early 2020. The metadata will describe for each indicator essential information regarding data production, analysis and reporting responsibilities. It is envisioned that NSDS clusters will be involved in ensuring the timely production of data for the NIF indicators.

Recently, UNDP has been received request from the government to support the implementation of NSDS action plan on development of environmental statistics, which is fully complied with UNDP’s ongoing activities in Myanmar. UNDP’s approach will be to prioritize the development of metadata and build capacities data collection for those environmental indicators that have been defined under the NIF. Based on these first results, further support will be provided to the government in strengthening capacity to produce the 100 core environment indicators identified by the Government.

To support this work, UNDP is seeking the services of an experienced Senior Environmental Statistics Advisor to provide technical support the Government in producing environmental indicators under the NIF and in line implementation of NSDS action plan on the development of environmental statistics.

1. **Objective of the Assignment**

The objective of the assignment is to:

* Support the Government in collecting and analyzing data for core environmental indicators under the NIF and in the framework of the NSDS;
* Strengthen the capacity of the Environmental Statistics Cluster to coordinate the production of Environmental Statistics across sectors;
* Ensure that development of core environmental indicators of the NSDS is well aligned with mainstreaming the environmental issues in NIF of the MSDP; and
* Ensure that UNDP’s support to environment statistics is well aligned with other ongoing UNDP programming in the area of environmental issues.
1. **Scope of Work**
2. Provide technical advice to the SERIP output on its support to the design of implementation of the NSDS action plan on the development of Environment Statistics:
	1. Based on the NSDS action plan and consultations with government counterparts, develop a strategy note for UNDP with recommendations for support to the development of environmental statistics;
	2. Ensure UNDP’s strategy on support to environment statistics is linked to its ongoing support to MSDP-NIF and other relevant work on data and environmental related activities in the Country Office.
3. Review the current 100 core environmental indicators and finalize them as a finally described indicators with necessary comments to conduct data collection and compilation procedures:
	1. Map the current 100 core environmental indicators against the MSDP-NIF and other environmental policies and action plans in consultation with relevant stakeholders including government departments and development partners;
	2. Support technically the finalization of metadata for Environmental indicators in the NIF;
	3. Finalize the core environmental indicators, including finally described indicator statement and comments necessary for actual data collection and compilation, using the NIF metadata template;
4. Provide technical assistance to the Environmental Statistics Cluster of the NSDS in building capacities necessary for development of environmental statistics:
	1. Map the current data producers and data production practices in place in the members of Environmental Statistics Cluster against the required standard for production of the core environmental indicators;
	2. Based on the mapping result, identify the needs for capacity building and technical assistance in terms of data collection and production, data sharing, data presentation and data user engagement for Cluster Members;
	3. Design a capacity-building programme for members of Environmental Statistics Cluster, also taking account of engaging data users in the process.
5. Provide technical assistance to the finalization of objectives and activities relating to environmental statistics in the National Environmental Master Plan (under preparation by ECD with UNDP assistance)
	1. Review targets and indicators prepared for the draft master plan and provide advice and recommendations on their measurability and any suggested variations to align the environmental statistics work with the master plan
	2. Provide inputs into the master plan activities as they relate to the strengthening of environmental statistics
	3. Provide recommendations to the consultants preparing an Organisational Capacity and Human Resources Development Strategy for ECD on ECD’s requirements for enhanced management of environmental information and statistics.
6. **Deliverables**

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| # | Deliverables  | Deadline&location  | Expected fee-days | Payments |
| In Myanmar | Home-based |
|  | 1. Signature of Contract
 | 1 December 2019 | 0 | 0 | 0% |
|  | 1. First in-country mission:
* strategy note for UNDP with recommendations for support to the development of environment statistics,
* Review of 100 core environmental indicators against the MSDP-NIF and environmental policies;
* briefing to senior management;
 | 15 January 2020 | 9 fee days in NPT, 1 fee day in Yangon | 3 fee days | 20% |
|  | 1. Second in-country mission:
* Metadata description for environmental NIF indicators;
* Mapping of data producers and data production practices in the members of Environmental Statistics Cluster against the required standard for production of the 100 core environmental indicators;
* briefing to senior management;
* Inputs into draft Environmental Master Plan regarding the development of environmental statistics
* Inputs into Organisational Capacity and Human Resources Development Strategy for ECD
 | 28 February 2020 | 14 fee days in NPT, 1 fee day in Yangon | 5 fee days | 30% |
|  | 1. Third in-country mission:
* Description of metadata for the 100 core environmental indicators;
* Design and delivery of capacity strengthening programme for members of Environmental Statistics Cluster on data collection, production, presentation and user engagement
 | 31 May 2020 | 24 fee days in NPT, 1 fee day in Yangon | 5 fee days | 40% |
|  | 1. Produce a consolidated report on the assignment, including lesson learned on the process of the work and recommendations for UNDP’s going forward.
 | 15 June 2020 |  | 2 fee days | 10% |
| Total Working Days | 65 fee days | 100% |

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| 1. **Duration of Assignment and Duty Situation**
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| The assignment will include up to 65 fee days to be carried out in the period of **1 December 2019 and 15 June 2020**. The work will be carried out in-country in Na Pyi Taw, Yangon and home-based over the course of up to **three missions**.1. **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:1. For all international travels:
* Up to three 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.
1. 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-county 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).
1. 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.
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1. **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 environmental statistics or related area; (10 points)
* Proven experience in providing technical assistance in support of developing national environmental statistics in a developing country; (20 points)
* Proven experience in process facilitation and training design and delivery; (15 points)
* Experience working on data in the context of the 2030 agenda and the SDGs; (10 points)
* Experience working with senior public officials; (5 points)
* Experience working on the area of statistics in Myanmar or South East Asia is an asset; (10 points
1. **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.

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| **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**

1. MSDP (2018), p.9 [↑](#footnote-ref-1)