



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/053

Date: 26 May 2020

---

<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Statistics, Survey and M&amp;E Expert (National)</b>
<b>Type of Contract:</b>	<b>Individual Contract (National)</b>
<b>Duty Station:</b>	<b>Naypyitaw, Myanmar</b>
<b>Period of assignment/services:</b>	<b>June to 30 September 2020 (105 working days)</b>

Proposal should be submitted to (either [bids.mm@undp.org](mailto:bids.mm@undp.org) or UNDP Jobs site <http://jobs.undp.org> no later than **7 June 2020, 24:00 hr (COB, YANGON)**). Email submission should state procurement notice number (**2020/UNDP-MMR/PN/053**) in the subject line.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to [mmr.procurement@undp.org](mailto:mmr.procurement@undp.org). Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

---

## BACKGROUND

Myanmar's transition towards a peaceful democratic federal Union in its first decade has led to economic growth, more inclusive governance and limited fiscal decentralization. This transition to a more inclusive and responsive model of governance increases the demands on institutions to act in a more coordinated way, to devise better governance processes, to deliver better services to more people and to communicate and engage more directly with people.

Two of UNDP's governance projects focus on supporting institutions to be more responsive, accountable and effective. Support to Effective & Responsive Institutions Project (SERIP) aims to strengthen the effectiveness of Myanmar executive and legislative institutions in responding to the needs and aspirations of all Myanmar's people. This requires increased capacity across government institutions in formulating, planning, implementing and evaluating public policies, legislation and budgets. SERIP works with multiple institutions at the Union, Region, State and local levels.

Strengthening Accountability and Rule of Law (SARL project) supports the Government of Myanmar to enhance public trust in state institutions at a critical time in Myanmar's transition. Building on the clear initiative of all three branches of the state to promote

transparency and accountability, the project helps to strengthen institutional frameworks and capacities for good governance. The project also empowers rights holders and engages them in accountability mechanisms.

Relevant institutional counterparts for the purpose of this mission are the Union Hluttaws and the Central Statistical Organization.

### **Union Hluttaws**

Myanmar's 2008 Constitution established Parliaments ('Hluttaws') at both Union and Region and State level, which began their first terms in 2011. As part of its parliamentary strengthening programme, UNDP Myanmar provides support to all Myanmar's Hluttaws, aligned with the Hluttaws' strategic plans (where in place) and responding to the needs of MPs and Hluttaw staff.

UNDP Myanmar has provided training and professional development programs to a range of departments with the Union Hluttaws' administrations, in order to support staff capacity development and improve the ability of the administrations to serve the needs of MPs. This ongoing support to the Hluttaw Administrations has been delivered alongside support for the Hluttaw to develop, manage and build its own internal training body, the Hluttaw Learning Centre.

Within the ongoing program of staff training, three areas include specific training relating to data, statistics, quantitative research, monitoring and reporting:

- **Statistics research skills:** training in data and statistics for Research Departments, commenced in 2018, to support the development of constituency profiles for use by MPs in their constituency and representation work;
- **Management skills including monitoring and evaluation:** this commenced with the training program for middle managers delivered by Lee Kuan Yew School of Public Policy in 2017. The program introduced a significant focus on Monitoring and Evaluation in 2019, which will be continued throughout 2020;
- **Quantitative survey methodology and survey administration:** this has supported the development of Hluttaw administrations' ability to plan for and carry out surveys, in particular the Survey of MPs in the Second Hluttaw, and will support capacity to conduct future surveys.

### **Central Statistical Organization**

UNDP has been supporting the role of Central Statistical Organization (CSO) as a National Statistics Office in leading the development of Myanmar's National Statistical System. Currently, UNDP is in discussions with the CSO on systematic tracking of lead indicators to capture early socio-economic impacts of COVID-19 to inform policy responses to cushion the impact of the pandemic. High frequency data including on trade, agriculture, employment, industry, tourism, FDI, remittances etc will be collected and shared publicly through a



dedicated dashboard. UNDP will provide technical assistance and coordination support to CSO, which will lead in collaboration with other government institutions.

UNDP has also been supporting the Ministry of Planning, Finance and Industry (MoPFI) in developing the MSDP's National Indicator Framework (NIF) since July 2018. The final NIF structure has been presented to the Central Committee for Data Accuracy and Quality Statistics (CCDAQS) in March 2020. The next step of NIF work is to initiate the first data collection and to produce the first round NIF indicator reports.

With the NIF, CSO has built a network with other government data providers in producing official data and demonstrated how official data should be identified and produced to meet the context and quality requirements of users. Using this platform CSO (supported by UNDP) will mobilize other government data providers to produce the data on COVID-19.

Against the above background, UNDP is seeking to engage a Statistics, Survey and M&E Expert to support the ongoing delivery of a range of training and capacity building activities to staff of both the three Union Hluttaw Administrations and the Central Statistical Organization in the above areas.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please see Terms of Reference.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please see Terms of Reference.

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The consultant should present an offer including the following documents.

- 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;
- c) **Short cover letter** outlining suitability of the consultant for 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 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.

## 5. FINANCIAL PROPOSAL

### Fees

**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.

### Travels

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP will not accept travel costs exceeding those of an economy class ticket. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed. (Please see Template attached at Annex-4)

## 6. EVALUATION

UNDP will use a combined scoring method, in which the technical proposal (CV) will be weighted at 70% and the financial proposal at 30%. Scoring for the technical proposal will be based on the qualifications listed above, as follows:

Criteria	Points (total 70)
Master's Degree in political science, economics, law, mathematics, statistics, or related field	5
Experience conducting surveying with senior public officials and civil servants	15
Demonstrated experience of conducting training or capacity development activities related to quantitative surveying and data collection and analysis	15
Proven knowledge of advanced applied statistics	15
High quality of technical report writing, demonstrating use of data in different	10



*Empowered lives.  
Resilient nations.*

formats for varied audiences		
Familiarity and experience with use of Microsoft Excel;	5	
Knowledge of parliamentary governance in Myanmar.	5	