

TERMS OF REFERENCE

Assignment Title	Statistics, Survey and M&E Expert (National)
Type of Contract	Individual Contract
Start/End Dates	18 May to 30 September 2020
Working Days in this Mission	105
Supervisor	Sub-national Parliament Specialist
Duty Station	Naypyitaw, Myanmar

1) General 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) Objectives of the Assignment

The objectives of the assignment are to:

- Support the statistics skills-refinement of Hluttaw Research Department staff and production of constituency profiles, including finalization of full set and preparation for intranet and internet publication;

- Support Hluttaw managers in ongoing development and refinement of Hluttaw Office M&E systems, through remote review, online mentoring and technical advice;
- Support the Members Survey Working Group in preparation and delivery of online surveys of selected MPs;
- Support the CSO in completion of NIF metadata development, data collection from indicator focal points and production of first NIF reports
- Support the CSO in production of COVID data and publishing at the COVID data dashboard
- Support the CSO in conducting the MLCS secondary analyses and disseminate through the COVID data dashboard

3) Scope of Work

In this mission, the Statistics, Survey and M&E Expert will work together with two teams within UNDP: the UNDP/IPU Parliament team; and the UNDP Data for Development team, as well as with translators, interpreters, and staff of government counterparts including the Union Hluttaws and Central Statistical Organization. It is expected that some or much of the work below will need to be delivered through remote / online methods owing to the current Covid-19 pandemic. However, the contractor will be expected to be present in Naypyitaw during delivery periods, especially as opportunities for certain in-person activity will arise, and social distancing restrictions are expected to be lifted in due course.

In particular, the Statistics, Survey and M&E Expert will be responsible to deliver the following key tasks:

Union Hluttaws

Constituency Profiles (10 days total)

- Provide ongoing on-job assistance to individuals or small groups of Hluttaw Research Staff to support the completion of production of Constituency Profiles for all geographic constituencies in the Pyithu Hluttaw (around 310) (5 days)
- Support the development of ICT infrastructure, workflows and support materials for the publication of all Constituency Profiles on the Union Hluttaws' intranet and website

Monitoring, Reporting & Evaluation (20 days total)

- Provide feedback, technical advice and support to Hluttaw Managers in the finalization of unit-level M&E matrices including indicators (10 days)
- Support finalization of Unit Plans (incorporating key M&E information) by units (2 days)
- Support small-group discussion with Senior Managers on priorities for the development of Department-level M&E systems, including indicators and tools, document agreed steps forward, develop and introduce relevant templates/tools for Department-level use (5 days)
- Support convening of small working group of Executive and/or Middle Managers to guide development of an M&E Curriculum that can be delivered internally to all staff by Hluttaw Staff Trainers through the Hluttaw Learning Centre (3 days)

MP Survey methodology (10 days total)

- Provide technical advice and support to Members Survey Working Group in the design of online survey(s) of selected MPs relating to their conduct of duties in the Covid-19 pandemic (5 days)
- Support Members Survey Working Group in data template building, skill checking (1 day)
- Monitor data entry and analysis (2 days)
- Support Members Survey Working Group in writing data output report (2 days)

Central Statistical Organization (CSO)

The assignment for the CSO will be conducted under the guidance of Senior Statistician and Data for Development Specialist, and working closely with CSO staff.

Production of National Indicator Framework Reports (28 days total)

- Facilitate and work with CSO staff in updating the metadata database (3 days)
- Facilitate and work with CSO staff in sending the reporting template to indicator focal points and compiling the data in time (10 days)
- Facilitate and work with CSO staff in producing the NIF reports (15 days)

Production of COVID data (20 days total)

- Liaise with CSO and other government departments in identifying and producing COVID data (10 days)
- Support CSO to create data template and compile COVID data using the template (5 days)
- Liaise with the ICT contractor in feeding the COVID data to the COVID impact monitoring dashboard (5 days)

MLCS secondary analyses and capacity building training (17 days total)

- Support the Senior Statistician in preparing and delivering the training materials and ensure that CSO survey staff can follow (7 days)
- On-job coaching for CSO survey staff in applying knowledge for conducting the MLCS secondary analyses and produce statistics for dissemination on the COVID data dashboard (10 days)

4) Duration of Assignment and Duty Station

18 May to 30 September 2020, with up to 105 fee days.

Duty station: Naypyitaw.

5) Administrative and Logistical Arrangements

- The contractor will arrange their travel to the duty station, based on the UNDP travel policy ([available in this link](#));

- Financial proposal will cover travel to the duty station (Naypyitaw) and accommodation during the assignment;
- It is expected that some or much of the work below will need to be delivered through remote / online methods owing to the current Covid-19 pandemic. However, the contractor will be expected to be present in Naypyitaw during delivery periods, especially as opportunities for certain in-person activity will arise, and social distancing restrictions are expected to be lifted in due course.
- For any activity in the Union Hluttaws, UNDP will provide daily travel to the Hluttaw;
- UNDP does not consider travel days as fee-days;
- The contractor is expected to arrange and cover the costs of data analysis software, and other logistics associated with the assignment, and to use their own computers for the assignment;
- UNDP will provide all necessary copies of survey and training material;
- All necessary equipment (projector, flipchart, stationary, etc.) related to meetings, trainings and group discussions will be provided by UNDP or Hluttaw administrations or Central Statistical Organization at the request of the contractor in order to ensure efficient delivery of the assignment.

6) Final Deliverables

Based on the details mentioned in Section 3) Scope of Work, the final deliverables include:

#	Deliverable	Deadline	Expected location and up to fee-days	Payment instalments
1	<i>Constituency Profiles</i> Submission of <ul style="list-style-type: none"> - Short recommendation note on further steps for capacity building of Hluttaw Research Departments staff - Compilation of any updates to profile templates and supporting documentation - Compilation of all further training material used in support of staff capacity development - Documentation demonstrating completion of at least 310 Constituency Profiles by Hluttaw Research Services 	30 September 2020	10 fee-days Naypyitaw	10%

2	<i>Monitoring, Reporting & Evaluation</i> Submission of <ul style="list-style-type: none"> - Completed unit-level M&E matrices - Compilation of templates & tools developed in support of Department-level M&E systems - Short recommendation note on further steps to supporting enhanced M&E systems in Union Hluttaw Offices 	31 August 2020	20 fee-days Naypyitaw	20%
3	<i>MP Survey methodology</i> Submission of: <ul style="list-style-type: none"> - Report on training with MP Survey Working Group, attaching all training material in Myanmar language - Data output report for any surveys - Short recommendation note on further steps for capacity building of survey function within Hluttaw administrations 	15 October 2020	10 fee-days Naypyitaw	10%
4	<i>Production of National Indicator Framework Reports</i> Submission of: <ul style="list-style-type: none"> - Latest updated metadata database - Compiled database of NIF indicators - NIF reports 	30 September 2020	28 fee-days Naypyitaw	25%
5	<i>Production of COVID data</i> Submission of: <ul style="list-style-type: none"> • List of indicators identified in agreement with CSO • Data template for COVID data • Compiled database of COVID data • COVID data published on dashboard 	31 August 2020	20 fee-days Naypyitaw	20%
6	<i>MLCS secondary analyses and capacity building training</i> Submission of: <ul style="list-style-type: none"> • Training materials • Delivered training jointly with the Senior Statistician • Oh-job-coaching to CSO survey staff 	31 July 2020	17 fee-days Naypyitaw	15%

	<ul style="list-style-type: none"> • Data published at COVID data dashboard • Report on training with CSO staff including recommendations for further steps to support capacity development in secondary analysis 			
--	---	--	--	--

7) Provision of Monitoring and Progress Controls

- The deliverables will be approved by the UNDP Subnational Parliament Specialist, in consultation with the Hluttaw administrations and survey team.
- The contractor will work, on a day to day basis, in close coordination with technical and support staff of UNDP/IPU, under the overall guidance of the Senior Technical Adviser (Parliament), Project Specialist (Data For Development) and Subnational Parliament Specialist.
- UNDP will facilitate access to the Hluttaw and Central Statistical Organization as needed.

8) Qualifications

- Master's Degree in political science, economics, law, mathematics, statistics, or related field
- Experience conducting surveying with senior public officials and civil servants
- Demonstrated experience of conducting training or capacity development activities related to quantitative surveying and data collection and analysis
- Proven knowledge of advanced applied statistics
- High quality of technical report writing, demonstrating use of data in different formats for varied audiences
- Familiarity and experience with use of Microsoft Excel;
- Knowledge of parliamentary governance in Myanmar.

9) Scope of Price Proposal and Schedule of Payments

Proposals must be based on an all-inclusive lump sum amount, as contract price is fixed regardless of changes in the cost components. Proposals must be inclusive of all costs including flights, daily allowance etc.

10) Recommended Presentation of Offer

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.

11. Criteria for Selection of the Best Offer

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 formats for varied audiences	10
Familiarity and experience with use of Microsoft Excel;	5
Knowledge of parliamentary governance in Myanmar.	5