

TERMS OF REFERENCE

Assignment Title	Gender and Public Leadership Researcher
Type of Contract	Individual Contract (International)
Start/End Dates	1 November – 31 December 2021
Supervisor	Project Manager, SERIP
Duty Station	Home-based (remote working)

1) Background

In 2019, UNDP Myanmar commenced a programme of activity under the global ‘Parliaments as Partners supporting the Women, Peace and Security (WPS) Agenda’ project. The programme was designed to be delivered through UNDP’s long-term parliamentary strengthening programme. The primary aim of the work was to strengthen the role of MPs in engaging the public to provide input into the national priorities of the Myanmar Sustainable Development Plan (MSDP) that address WPS. The project expected to improve MPs’ capacity to oversee the implementation of WPS-related actions in the MSDP, using the National Indicator Framework (NIF) as a frame for oversight. It was designed to enable an ongoing and constructive dialogue around WPS with stakeholders including government, INGO/Development Partner and civil society representatives. Given challenges to implementation – including the Covid-19 pandemic and political instability– the project work has been modified.

In this context, UNDP Myanmar is seeking an experienced international researcher in the field of gender and public leadership, to lead a research study relating to the WPS agenda.

2) Scope of Work

In this assignment, the researcher will work closely with the SERIP Project Manager, the research assistant, and members of the UNDP team.

The main areas of work include:

1. Inception
 - Desk review of existing Myanmar-specific material relevant to the research focus;
 - Detailed research outline and following feedback finalise an agreed outline;
 - Agreed methodology and work plan for the research to meet deliverables on the expected schedule;
 - Agreed risk mitigation and management plan.
2. Data Gathering
 - Agreed plan of interviews and focus group discussion (FGDs);
 - Key information needs matrix;
 - Conduct interviews and FGDs with the support of the research assistant;
 - Database of interview/FGD notes and provide update briefings as necessary to UNDP on progress;
 - Identify any gaps in data sources and undertake supplementary data gathering to ensure full coverage of research needs.
3. Drafting and Finalization
 - Based on the agreed outline, and with the support of the research assistant, first draft of research paper incorporating results of desktop review and data gathered through interviews and FGDs;

- Facilitate stakeholder review, and following that second draft research paper;
- Following peer review, final research paper;
- Support briefing for UNDP and partners on the final research paper.

4) Duration of Assignment and Duty Station

The assignment will be carried out in the period of **1 November – 31 December 2021**. The payments will be based on deliverables. The work will be carried out from home.

5) Administrative and Logistical Arrangements

- The contractor will report to the Project Manager, SERIP.
- It is expected that some or much of the work below will need to be delivered through remote and online methods owing to the current Covid-19 pandemic.
- The contractor is expected to arrange and cover the costs of data management and analysis software, and other logistics associated with the assignment, and to use their own computers for the assignment;
- The contractor is expected to provide for their own suitable internet connectivity to attend assignment-related meetings, calls etc as needed.

6) Deliverables

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

#	Deliverable	Deadline	Payment instalments
1	Produce Inception Report, including: <ul style="list-style-type: none"> - Agreed research outline; - Agreed methodology and work plan; - Risk mitigation and management plan; 	10/11/2021	20%
2	Produce Data Report, including: <ul style="list-style-type: none"> - Agreed interview/FGD plan; - Key information needs matrix; - Database of interview/FGD notes; 	5/12/2021	30%
3	Produce Final Report, including: <ul style="list-style-type: none"> - First draft of research paper; - Second draft of research paper; - Final research paper; - Recommendations note on opportunities for further research and analysis. 	31/12/2021	50%

7) Qualifications

- Minimum Master Degree in the field of Development Studies, Gender Studies, Public Administration, Political Science, International Relations, Peace and Conflict Studies or equivalent
- Demonstrated high level of experience conducting qualitative research in the field of gender, governance and public leadership
- Track record of drafting research reports that contribute to gender-sensitive programming in a development context
- Experience conducting qualitative research in Myanmar or Southeast Asia
- Quality of English writing sample

8) Presentation of Offer

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

The consultant should present an offer including the following documents:

- a) Duly accomplished **Letter of Confirmation of Availability and Financial Proposal** 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) **Writing sample**;

Note - Financial Proposal should indicate the all-inclusive fixed total contract price, supported by a breakdown of costs. 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.

9) Criteria for Selection of the Best Offer

UNDP will use a combined scoring method, in which the technical evaluation will be weighted at 70% and the financial evaluation at 30%. The technical evaluation will be conducted based on the qualifications and competencies above, according to the points detailed below. Only candidates obtaining a minimum of 70% of the total available technical evaluation points will be considered for the Financial Evaluation. All technically qualified proposals will be scored out of 30. The maximum points (30) will be assigned to the lowest financial proposal.

Criteria	Points
Technical	70
Minimum Master Degree in the field of Development Studies, Gender Studies, Public Administration, Political Science, International Relations, Peace and Conflict Studies or equivalent	10

Demonstrated high level of experience conducting qualitative research in the field of gender, governance and public leadership	20
Track record of drafting research reports that contribute to gender-sensitive programming in a development context	15
Experience conducting qualitative research in Myanmar or Southeast Asia	15
Quality of English writing sample	10
Financial proposal	30
Total	100