Terms of Reference (TOR)

1. Position Information

<table>
<thead>
<tr>
<th>Office/Unit/Project</th>
<th>Office of the United Nations Resident Coordinator (RCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Title</td>
<td>International Research Assistant</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contract (International)</td>
</tr>
<tr>
<td>Duty station (City and Country)</td>
<td>Yangon, Myanmar</td>
</tr>
<tr>
<td>Start / end Dates</td>
<td>15 December 2021 – 15 April 2022</td>
</tr>
<tr>
<td>Duration</td>
<td>20 working days</td>
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2. Background

The Office of the United Nations Resident Coordinator in Myanmar is looking for an International Research Assistant to support the process of updating the UN’s Common Country Analysis (CCA). The CCA is the UN’s independent analysis of the country situation and it is intended to be used for a variety of purposes, including informing UN programming. The current CCA was developed in 2020. It takes stock of Myanmar’s progress towards the Sustainable Development Goals, assesses the groups left furthest behind, and identifies a set of transformational bottlenecks, which if unlocked, would catalyze progress across a range of development areas. The analytical focus of the updated CCA will be on capturing the significant changes in the Myanmar country context that have taken place over the past year as a result of the military takeover in February 2021 and the continuation of the COVID-19 pandemic.

The UN Resident Coordinator’s Office supports the roles and functions of the UN Resident Coordinator and the UN Country Team and is part of the UN’s Resident Coordinator System, which brings together UN agencies, funds and programmes to increase coordination and improve the efficiency and effectiveness of activities at the country level, helping the UN to be a more relevant partner for the government.

3. Scope of Work

The International Research Assistant will be supporting the RCO Economist in coordinating the process of updating the CCA. Key tasks will include:

1. In close coordination with the RCO Economist, collect and review relevant new assessments and research on Myanmar and produce summaries of key findings;
2. Update data presented in the CCA based on the latest publicly available information;
3. Support the RCO Economist in collecting technical inputs from UN agencies to feed into the updated CCA;
4. Assist in drafting updated thematic sections for the CCA.

4. Duration of Assignment and Duty Station

The assignment will be carried out in the period of 15 December 2021 – 15 April 2022. The consultant will be paid in two installments as per the table under the deliverables section. The work will be carried out remotely due to prevailing travel restrictions and the consultant will be expected to attend virtual meetings during Myanmar working hours.
5. **Administrative and Logistical Arrangements**
The Research Assistant reports directly to the RCO Economist and will liaise and work closely as required with other RCO colleagues and with members of the UN’s inter-agency Research and Analysis Group.

6. **Deliverables**

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Payment Instalment</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Produce a brief summary highlighting satisfactory progress on research tasks assigned in the initial 10 working days.</td>
<td>15 February 2022</td>
<td>50%</td>
</tr>
<tr>
<td>2</td>
<td>Produce a final report after 20 working days outlining the full research undertaken and the contributions made to updating the CCA.</td>
<td>15 April 2022</td>
<td>50%</td>
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7. **Minimum Qualifications**

- Advanced university degree in economics, development studies, or other related social sciences. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- At least 5 years of work experience relevant to the assignment, including at the international level with at least 3 years of proven experience in development-oriented research work.
- Excellent written communication skills, including the ability to present research findings in a clear and concise manner, proven by a track-record of drafting high-quality reports, policy notes and/or other relevant written outputs.
- Experience in undertaking quantitative research and working with large data sets.
- Demonstrated ability to apply economic and development theory to a broad range of areas and sectors.
- Understanding of international development cooperation and the work of the United Nations.
- Understanding of local context and recent relevant work experience in Myanmar is strongly desirable.
- Proficiency in oral and written English.

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:
- 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 Best Offer**

Individual consultants will be evaluated based on the following methodology:

**Preliminary Evaluation - Step I: Screening:**
Technical Evaluation Weight - 70% = Step II: Shortlisting (100 points) and Step III: Desk Review; Financial Evaluation Weight - 30% = Step IV.
Scoring evaluation – Step V: Selection

**Step I: Screening:**
Applications will be screened and only applicants meeting the following minimum criteria (listed under education and experience) will progress to the pool for shortlisting.

**Step II: Shortlisting by Desk Review:**
UNDP will conduct a desk review to produce a shortlist of candidates and technically evaluate them. As applicable, only the first top 3 ranked applicants achieving 70% of the points at this stage shall be considered for a desk review.

**Step III: Desk Review Technical Evaluation:**
The top 3 shortlisted candidates will be considered by the evaluation panel. The technical qualification of the individual is evaluated based on the following technical qualification evaluation criteria:

- Advanced university degree in economics, development studies, or other related social sciences. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Max – 5 points
- At least 5 years of work experience relevant to the assignment, including at the international level with at least 3 years of proven experience in development oriented research work. Max – 5 points
- Excellent written communication skills, including the ability to present research findings in a clear and concise manner, proven by a track-record of drafting high-quality reports, policy notes and/or other relevant written outputs. Max – 15 points
- Experience in undertaking quantitative research and working with large data sets. Max – 10 points
- Demonstrated ability to apply economic and development theory to a broad range of areas and sectors. Max – 10 points
- Understanding of international development cooperation and the work of the United Nations. Max – 15 points
- Understanding of local context and recent relevant work experience in Myanmar is strongly desirable. Max – 5 points
- Proficiency in oral and written English. Max – 5 points

**Step IV: Financial Proposal Evaluation:**
The following formula will be used to evaluate financial proposal: Lowest Financial proposal/price of the proposal being evaluated X 30%. Lowest Financial Proposal refers to the lowest price offered by Offerors scoring at least 49 points in the technical evaluation.

**Step V: Selection**
The contract shall be awarded to the best applicant whose offer have been evaluated and determined as: responsive/compliant/acceptable and having received the highest combined weight technical proposal 70% + financial 30% = 100%.