

**TERMS OF REFERENCE**

<b>Assignment Title</b>	<b>Survey Quality Expert (National)</b>
<b>Type of Contract</b>	<b>Individual Contract</b>
<b>Start/End Dates</b>	<b>15 April to 30 September 2022</b>
<b>Supervisor</b>	<b>Team Leader, Myanmar Development Observatory</b>
<b>Duty Station</b>	<b>Yangon, Myanmar</b>

**1) Background**

The current context in Myanmar is characterized by political and security instability, compounded by the Covid-19 pandemic. Economic growth has been severely constrained by the pandemic and poverty is expected to increase substantially. Millions of the 'near poor' and vulnerable people in urban areas are expected to fall into hunger in coming months, with the already poor in rural areas all but guaranteed to fall into deeper poverty.

All this happens just as reliable information on the multifaceted and differentiated impact of the political instability and COVID-19 is either absent or lagging. Published official data is limited. To meet the urgent need for information about the transmission effects of both the pandemic and political crisis onto the country's stability, cohesion, socioeconomic fabric and development pathway, UNDP will conduct a range of research, data and analytical activities under the Myanmar Development Observatory.

In support of the survey work, UNDP Myanmar requires the services of a national Survey Quality Expert, with experience in designing, implementing and quality assurance of nation-wide surveys in Myanmar.

**2) Aim of the Assignment**

The aim of the assignment is to provide survey quality assurance services for the design, implementation and reporting of surveys carried out as part of UNDP Myanmar's data and analytical work.

**3) Scope of Work**

In this assignment, the National Survey Expert will work closely with the Myanmar Development Observatory team, as well as with UNDP's survey vendors, and other stakeholders as necessary.

The main areas of work include:

**1. Garment Survey (5 working days)**

- Review of data cleaning and data reporting, including accuracy of translation, and report all issues to UNDP;
- Review of data analysis, including accuracy of coding used and report all issues to UNDP;
- Review of survey findings and input to formulation of recommendations in survey report.

## United Nations Development Programme

### 2. Gender Survey (12 working days)

- Quality assurance of questionnaire and translation, survey program and coding, and enumerator training, and report all issues to UNDP and survey vendor;
- Review of all recorded interviews of pilot survey to ensure accuracy, and flag to UNDP and the survey vendor any issues in data recording or opportunities for quantitative follow up;
- Review of sample of recorded interviews of main survey to ensure accuracy, and flag to UNDP and the survey vendor any issues in data coding;
- Targeted quantitative interviews with identified respondents as agreed with UNDP;
- Review of data cleaning and data reporting, including accuracy of translation, and report all issues to UNDP;
- Review of data analysis, including accuracy of coding used and report all issues to UNDP;
- Review of survey findings and input to formulation of recommendations in survey report.

### 3. Socio-economic Survey (12 working days)

- Quality assurance of questionnaire and translation, survey program and coding, and enumerator training, and report all issues to UNDP and survey vendor;
- Review of all recorded interviews of pilot survey to ensure accuracy, and flag to UNDP and the survey vendor any issues in data recording or opportunities for quantitative follow up;
- Review of sample of recorded interviews of main survey to ensure accuracy, and flag to UNDP and the survey vendor any issues in data recording or opportunities for quantitative follow up;
- Targeted quantitative interviews with identified respondents as agreed with UNDP;
- Review of data cleaning and data reporting, including accuracy of translation, and report all issues to UNDP and survey vendor;
- Review of data analysis, including accuracy of coding used and report all issues to UNDP;
- Review of survey findings and input to formulation of recommendations in survey report.

## 4) Duration of Assignment and Duty Station

The assignment will be undertaken between 15 April and 30 September 2022. The payments will be based on deliverables. The duty station is Yangon.

## 5) Administrative and Logistical Arrangements

- The contractor will report to the Project Manager, Observatory.
- 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 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 internet connectivity to attend assignment-related meetings, calls, webinars etc., as needed.
- UNDP will provide all necessary copies of survey and training material;

## 6) Deliverables

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

**United Nations Development Programme**

#	Deliverable	Deadline	Payment instalments
1	<b>Garment Survey</b> Produce Quality Assurance report, including detailed coverage of: <ul style="list-style-type: none"> <li>• Summary of key quality issues identified, and steps taken to remedy them;</li> <li>• Recommendations for UNDP relating to future programming, based on the issues identified above.</li> </ul>	30/04/2022	18%
2	<b>Gender Survey</b> Produce Quality Assurance report, including detailed coverage of: <ul style="list-style-type: none"> <li>• Quality assurance activities undertaken</li> <li>• Summary of key quality issues identified and steps taken to remedy them;</li> <li>• Summary of interview call reviews, including coding accuracy issues and follow-up themes identified</li> <li>• Call notes from qualitative interviews.</li> <li>• Summary of inputs to survey key findings and recommendations</li> <li>• Recommendations for UNDP relating to future programming, based on the issues identified above.</li> </ul>	30/07/2022	41%
3	<b>Socio-economic Survey</b> Produce Quality Assurance report, including detailed coverage of: <ul style="list-style-type: none"> <li>• Quality assurance activities undertaken</li> <li>• Summary of key quality issues identified and steps taken to remedy them;</li> <li>• Summary of interview call reviews, including coding accuracy issues and follow-up themes identified</li> <li>• Call notes from qualitative interviews;</li> <li>• Summary of inputs to survey key findings and recommendations</li> <li>• Recommendations for UNDP relating to future programming, based on the issues identified above.</li> </ul>	30/09/2021	41%

**7) Qualifications**

- Master's Degree in political science, economics, law, mathematics, statistics, or related field
- Experience supporting national-level quantitative surveys in Myanmar
- Demonstrated experience of conducting training or capacity development activities related to quantitative surveying and data collection and analysis
- Proven knowledge of advanced applied statistics

## United Nations Development Programme

- High quality of technical report writing, demonstrating use of data in different formats for varied audiences
- Familiarity and experience with use of Microsoft Excel and other statistical-related programmes.

### 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.

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 proposal (CV) will be weighted at 70% and the financial proposal at 30%.

Criteria	Points
<b>Technical</b>	<b>70</b>
Master's Degree in political science, economics, law, mathematics, statistics, or related field	10
Experience supporting national-level quantitative surveys in Myanmar	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 and other statistical-related programmes.	5
<b>Financial proposal</b>	<b>30</b>
<b>Total</b>	<b>100</b>