

TERMS OF REFERENCE

Assignment Title	Human Development Analyst
Type of Contract	Individual Contract (International)
Start/End Dates	16 May – 31 October 2022
Supervisor	Team Leader, Observatory / Project Manager, SERIP
Duty Station	Home-based (remote working)

**1) Background**

UNDP's global Human Development Report and its Human Development Index (HDI) has been produced annually by the UNDP since the early 1990s. The index comprises income, health and education. In the global report, the index is calculated using government aggregated data from countries across the globe, resulting in a global ranking along the index. The HDI, and the complementing indices presented in the report (such as planetary adjusted HDI and the gender equality adjusted HDI) aims to bring a nuanced view to the features of developments between countries.

In individual countries, UNDP offices undertakes the work to produce human development reports that unpack the differences to human development within a country. Country-level human development analysis contrasts from the global level in that it uses household level data to produce the HDI, instead of aggregated government data. By basing the calculations on household level data, disaggregation between different sub-groups of the population is made possible.

The Myanmar Development Observatory (MDO) is in the process of producing a report on human development in Myanmar. In addition to a chapter of the household level HDI, the report will consist of two other chapters; one focusing on human capital and another on measuring the developments to longer term productivity.

This ToR outlines the work related to the report on human development in Myanmar, and to the finalization of another survey.

2) Scope of Work

In this assignment, the researcher will work closely with the Head of the Observatory, MDO team leader and members of the UNDP team in the work of the the report on human development in Myanmar. A detailed workplan for the activity has been agreed upon separately.

The report will contain 3 chapters, each described briefly below:

1. Household Human Development Index – by using household survey data from 2005, 2010, 2015 and 2017, it is possible to track human development in Myanmar disaggregated by different subgroups of the population. The analysis will reflect differences in development between for example states/regions, urban/rural and male/male and will give the foundation for discussing how inequalities has developed over time.
2. Human Capital – for this chapter, new data collection will be undertaken to identify the threats to human development in the current political and economic crisis that Myanmar faces. This chapter will complement the first one by linking the last datapoint from the HHDI calculations to the current context and identify the immediate impacts of the shock caused

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by COVID-19 and the military takeover. The chapter will also discuss the longer-term impacts to losses of human capital.

3. Myanmar productivity over time – this chapter will calculate the Total Factor Productivity (TFP) over time in Myanmar to assess how productivity has developed over the previous military rule and under the civilian government.

The consultant's responsibilities in relation to the the report on human development in Myanmar are as follows:

Report Chapter 1 will be primarily produced by UNDP, with the consultant expected to provide peer review throughout the production process and once the chapter is fully drafted.

Report Chapters 2 and 3 will be the consultant's primary responsibility, including the following tasks:

1. Inception
 - Desk review of existing Myanmar-specific material relevant to each of chapter 2 and 3;
 - Detailed research outline for each chapter and following feedback finalise the two agreed outlines;
 - Agreed methodology and work plan for the research to meet deliverables on the expected schedule.
2. Data Gathering
 - Identify any gaps in data sources and design supplementary data gathering to ensure full coverage of research needs;
 - If primary data gathering is conducted, lead the technical discussions with potential survey firms/partners;
 - Provide guidance to any survey firms/partners who are engaged to undertake primary data collection, including quality checks on the data collected.
3. Drafting and Finalization
 - Based on the agreed outlines, produce first draft of each chapter, incorporating results of desktop review and data gathered;
 - Facilitate stakeholder review and peer reviews, and subsequent drafts;
 - Produce the final two chapters, ensuring alignment with Chapter 1.
4. Publication and Dissemination
 - Support and participate in webinars/briefings for stakeholders on the three chapters;
 - Contribute to the communications and media engagement materials for the three chapters.

Garment sector report tasks are to:

- Produce full draft of the garment sector report incorporating all survey results;
- Facilitate stakeholder review and peer reviews, and subsequent drafts;
- Produce the final report;
- Support and participate in webinars for stakeholders on the final report.

3) Duration of Assignment and Duty Station

The assignment will be carried out in the period of 16 May – 31 October 2022. The payments will be based on deliverables. The work will be carried out from home.

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4) Administrative and Logistical Arrangements

- The contractor will report to the Team Leader MDO.
- 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.

5) Deliverables

Based on the details mentioned in Section 2) Scope of Work, the deliverables are:

#	Deliverable	Deadline	Payment instalments
1	Report on human development in Myanmar Chapter 1 – Human Development Index - Peer Review and inputs to draft produced by UNDP	30/6/2022	5%
2	Report on human development in Myanmar Chapter 2 – Human Capital - Agreed outline, methodology and work plan; - First draft of Chapter 2; - Final draft of Chapter 2.	31/8/2022	45%
3	Report on human development in Myanmar Chapter 3 – Myanmar productivity across time - Agreed outline, methodology and work plan; - First draft of Chapter 3; - Final draft of Chapter 3	31/10/2022	45%
4	Garment sector - Final survey report	31/5/2022	5%

6) Qualifications

- Minimum Master Degree in the field of Development Studies, Economics, Political Science, International Relations or equivalent
- Demonstrated high level of experience conducting quantitative research in the field of economics and economic modelling.
- Experience conducting quantitative research in Myanmar or Southeast Asia
- Quality of English writing sample

7) 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;

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- 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.

8) 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, Economics, Political science or equivalent	10
Demonstrated high level of experience conducting quantitative 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 quantitative research in Myanmar or Southeast Asia	15
Quality of English writing sample	10
Financial proposal	30
Total	100