
TERMS OF REFERENCE

Call for Expression of Interest – Consultancy

Malteser International (MI) is looking to commission a consultancy to conduct a baseline survey of the project **“Expansion and rehabilitation of social infrastructure and food security in conflict-affected and vulnerable communities in eastern Shan State”** at the onset of a new food security and nutrition project in Monghsat District, eastern Shan State, Myanmar. To this purpose MI is interested in working with a **consultant team/firm of national and/or international experts.**

The key deliverables will be:

- A brief but concise inception report describing survey methodology, survey plan, and time schedule
- Conducting the baseline survey
- Presentations with the key findings in both MM and English to be done in the field before leaving the location, and another one at Country Office
- The final baseline survey report (25-30 pages) including complete cleaned data files (soft copy) in MS Excel format, including variables labeled in English.

‘Baseline survey of the project -Expansion and Rehabilitation of social infrastructure and food security in conflict-affected and vulnerable communities in eastern Shan State’

Place of Assignment: Myanmar (Monghsat District, eastern Shan State)

Consultancy Period: Estimated 25 days April-May 2020

Closing Date: 8 March 2020

I. Background

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, works in more than 28 countries in Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International first began working in Myanmar in 1996, implementing small scale relief projects with local partners, and it has been active with its own staff in the country since 2001. Today, Malteser International employs more than 300 national staff in Rakhine, Shan and Kayin states, where our work aims at ensuring communities have access to primary health

care services. We also offer comprehensive WASH and disaster risk reduction/climate change adaptation solutions and provide relief after disasters. We strive to enable and empower the most vulnerable communities in marginalized areas through a participatory and sustainable approach.

Since September 2019 MI is implementing the “Expansion and Rehabilitation of social infrastructure and food security in conflict-affected and vulnerable communities in eastern Shan State” project in Monghsat district, a remotely located multi-ethnic and multi-lingual district in eastern Shan State. The project is funded by the German Ministry for Economic Cooperation and Development (BMZ).

The overall objective of the project is **“to strengthen the resilience of conflict-affected and vulnerable communities in the eastern Shan State through long-term structure building and local capacity building in the areas of water and sanitation, food security and income-generating measures as well as the development of civil society”**. The project will benefit approximately 17,500 beneficiaries (ca. 9,100 women, 8,400 men) living in approximately 30 villages. The project has planned to achieve following outcomes:

1. Improved household food security, nutrition and livelihoods
2. Improved WASH access and quality
3. Improved institutional and operational capacity of civil society organization(s)

II. Objectives of the assignment

The main overall objective of the baseline survey is to provide baseline information against indicators as specified in the project proposal, log-frame and provide a platform for the impact evaluation.

Specific Objectives

- Establish the baseline against indicators in the BMZ project proposal and logframe
- Quality control of indicators as defined in the present logframe to ensure that indicators are SMART
- Ensure that cross-cutting issues such as gender, age and disability inclusion are properly reflected in the logframe
- MI would appreciate an assessment of community resilience using the **resilience radar**¹ tool

¹ The resilience radar is a tool to assess and illustrate the resilience level of a particular target group - one or several communities supported by a development project. It consists of ten indices, each of which has a possible score between 0.0 and 1.0. These indices refer to the underlying processes and outcomes of resilience, and are based on a standard survey. Survey responses are interpreted as numerical values; the result to each question can be easily read in a single chart - making it easier to understand what the data tells us. (see [here](#))

Scope of Work

The contracted consultant will be responsible for carrying out a baseline survey to establish the starting point of indicators for the project Monitoring and Evaluation (M&E).

The detailed scope of work for the consultant/s includes but not limited to the following:

- Develop inception report including survey methodology, detailed survey plan, and time schedule
- Liaise and working closely with BMZ project staff and MI staff both in eSS and Yangon
- Undertake overall responsibility to conduct training for survey team, develop the survey instruments (both in English and Myanmar language), conduct pre-test and finalizing survey instruments, conduct and supervise the survey, analyze the data, present the results and submit the final report
- The consultant team/firm will be responsible for insurance coverage and all necessary equipment (e.g. computer) as well as communication costs.

Malteser International will be responsible for:

- Provision of information package on the project, project area and reports of relevant previously conducted assessments and studies that will inform the baseline, e.g. gender, age and disability inclusion (GADI) study and similar.
- Provision of Malteser International staff to be trained as enumerators/data collection
- Logistical arrangements for the field work
- Malteser International will take care of and cover for all local travel arrangements within eastern Shan State (Tachileik to Monghsat and back, as well as within Monghsat district).
- Malteser International will assist with the organisation of interviews with stakeholders, as recommended and aligned with the consultant.
- Malteser International will make sure that translation is available with all meetings at the project location when necessary.

Suggested Methodologies

MI would prefer a quantitative baseline complemented by qualitative elements. MI would be very interested in applying the resilience radar as part of the baseline. A specific gender, age and disability study has already been conducted in the project area and can inform the baseline.

The consultant team will develop and propose the study design and appropriate methodologies, which will be agreed with MI programme staff. The sample size should be representative and practicable.

Enumerators will draw from communities in targeted townships (Monghsat and Mongton Townships) including ethnic communities in order to better capture the diversity and heterogeneous feature of the population.

III. Expected Deliverables

Following are deliverables from this contract:

- A brief but concise inception report describing survey methodology, survey plan, and time schedule prior to field work
- A draft baseline survey report within 3 weeks of leaving the location
- A summary presentation with key findings and recommendation in both Myanmar and English languages
- The final baseline survey report (25-30 pages) including complete cleaned data files (soft copy) in MS Excel format, including variables labeled in English within 5 weeks of leaving the location

IV. Reporting

The consultant shall communicate directly to the Yangon based MI Country Administration Coordinator in Myanmar for all administration related matters. Programmatic approaches and other deliverables shall be discussed during coordination meetings or calls with MEAL coordinator and/or Country Programme Advisor.

V. Qualifications

Qualifications and Skills:

- Postgraduate university degree or equivalent in one of the following: social sciences, development studies, Demography, Statistics or similar.
- Experience and knowledge in conducting research or baseline studies using combined methods including qualitative and quantitative data collection, and participatory studies
- Demonstrable expertise and experience in projects with food and nutrition security, livelihood, and WASH components
- Excellent data processing and database management skills
- Research report publications

Specific Professional Experience:

- Fluency in English and Myanmar Language, knowledge of languages spoken in the project area (Chinese, Lahu, Lisu, Arkhar) is an additional plus
- Experience in Myanmar ethnic context highly preferable
- Computer literacy (statistical packages, MS Word, Excel, PowerPoint, etc.)
- Cultural sensitivity

VI. Expressions of Interest

Interested **consultant teams** should submit a statement of interest including the following:

- Technical offer including description of methodology and work plan
- Financial offer including costs for travel, accommodation, per diem etc.
- Information on previous experience, including CV and two examples of comparable pieces of work (or recent consultancy if no comparable work is available)
- Information on availability for the assignment

Please email your technical and financial proposals to Malteser International:

- Mr. Md. Mostak Ahmed, (MEAL) Coordinator MI Myanmar,
mostak.ahmed@malteser-international.org

The deadline for receiving technical and financial proposals is March 8th, 2020 at 17:00 (Myanmar Time).