

## TERMS OF REFERENCE (TOR)

### Pilot Gender Sensitive Resilience Capacity Index for Myanmar

#### **Background:**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Hlaing Thar Yar and several peri urban townships in the northern outskirts represent some of the poorest areas in Yangon. A combination of high population density, low income, deficient basic services, poor water and sanitation management, and conditions of housing make these townships highly vulnerable to both man-made and natural disasters. While these deep vulnerabilities exist in all of the peri-urban townships- Hlaing Thar Yar, Dagon Sekkien, Thanlyin, Dala, North Okklappa and Shwe Pyi Thar - of these, Hlaing Thar Yar (HTY), is home to almost a third of Yangon's informal residents and one of the key industrial zones and has been one the most impacted townships in terms of the COVID-19 outbreak. The already existing vulnerabilities have now been exacerbated by many degrees due to pandemic-induced economic decline across all sectors ushering in the stark reality of significant job losses.

While a lot of evidence, extrapolations and forecasts are predicting a dwindling economy, socioeconomic inequalities (widened impacts in conflict affected areas) and failing of governance structures as a result of the compounded crises, there has been a lack of sex disaggregation at both qualitative and quantitative levels of analyses and the consequences they will yield on women and girls of the Hlaing Thar Yar.

Therefore, it is of paramount importance that a quantified gendered impact of the two recurrent crises is studied rigorously with statistical girth to ascertain (as closely as possible) the actual condition of women and girls, and female-headed households of Hlaing Thar Yar in terms of access to basic services; assets (ability to generate income); adaptive capacity of dwellers, social safety networks, social cohesion which are all impacted by the compounded crisis. And the rationale to carry out this study at the immediate level is to ascertain the inequalities and conditions of Hlaing Thar Yar as a whole but through a gendered lens. This study will then inform and better guide the participating UN Agencies for a smoother design and implementation of the programme.

A data collection/survey firm will be recruited to pilot this study on the gendered resilience in Hlaing Thar Yar Township through data collection, data cleaning and data presentation. The firm will be supervised technically by Gender and Statistics expert and programmatically by Strategic Planning and Coordination Specialist. by the UN Women's Head of Programme. The data collection/survey firm will be responsible for implementing the four surveys:

- i) Two pilots of approximately 100 women and girls each, and
- ii) Two full-scale surveys of approximately 1,000 women and girls.

#### **Objective of the service**

The objective of this assignment is to pilot the application of a tool - Gender Sensitive Resilience Capacity Index<sup>1</sup> - in Hlaing Thar Yar Myanmar to assess the gender outcomes of the compounded crisis through data collection and providing UN Women team cleaned collected data.

<sup>1</sup> Gender Sensitive Resilience Capacity Index jointly developed by UN Women and FAO offices of the Arab Region.

## Specific Tasks and Description:

The firm will work with the MCO under the guidance of the Strategic Planning and Coordination Specialist, the Gender and Statistics expert and will lead the data collection, data cleaning and data presentation in line with the Gender Sensitive Resilience Index tool in Hlaing Thar Yar township of Yangon, Myanmar.

The firm will be responsible for the carrying out the following tasks:

1. Assembling of data collection supervisors and interviewers (with the necessary language composition required for these surveys):
  - Conduct training of interviewers, based on the material approved by UN Women Team
  - Translate the questionnaire (in Burmese, Karen, and other ethnic languages).
  - Participate in questionnaire pre-testing. UN Women Team will design the questionnaire, but the Service Provider will be involved at the stage of pre-testing, and finalization.
2. Carry out the interviews/phone calls:
  - Prepare an introductory text (in Burmese, Karen, and other ethnic languages) which will be read out by interviewers to all potential respondents. This text will be approved by the UN Women Team.
3. Carry out data collection, editing, cleaning and documentation
  - Develop the CATI program
  - Conduct data collection
  - Ensure data entered is monitored based on quality standards agreed with the UN Women Team
  - Provide clean, fully documented data files.
4. Production of Technical Reports

Produce Technical Reports after each pilot and each main survey outlining the methods, best practices and lessons learnt.

## Deliverable Timelines and Schedule of Payment:

No.	Description of deliverables	Timeline	Payment
1	Upon signing contract, completion of kick off meeting and submission of planning.	30.08.21	10%
Round 1			
2	Completed training, data collection and technical report of the first pilot	08.09.21	10%
3	Completed training and data collection of the Round 1 survey	22.09.21	25%
4	Cleaned Data files and Technical Report submitted and approved for Round 1	27.09.21	10%
Round 2			
5	Completed training, data collection and technical report of the second pilot	04.10.21	10%
6	Completed training and data collection of the Round 2 survey	18.10.21	25%
7	Cleaned Data files and Technical Report submitted and approved for Round 2	25.10.21	10%

The consultant will be paid against completion of each satisfactory deliverable after it has been reviewed and certified by the UN Women's Head of Programmes/Deputy Country Representative and in accordance with UN Women policies and regulations.

- The company/firm will directly report to the Strategic Planning and Coordination Specialist.

- The service provider will work on a day-to-day basis, in close coordination with the UN Women's Strategic Planning and Coordination Specialist and the Gender and Statistics Expert.
- The service provider is expected to arrange and cover the costs of transportation and accommodation, the printing and completion of survey materials, the use of CATI and statistical software, thank-you of 3,000 kyat to all interviewed respondents (pilots and main surveys) and other logistics associated with the assignment.

### **Qualification of the Firm:**

#### **Company Profile:**

- Must be a legally registered entity;
- Minimum 3 years of experience in survey design, survey piloting, survey implementation and survey data cleaning and analysis;
- Must own licenses and capabilities for CATI survey design, data cleaning and analyses software such as STATA, SPSS etc.
- Experience of carrying out Telephonic Surveys will be an advantage.
- Working experience with the United Nations and other international organizations is an advantage.
- Must not be politically affiliated.

Team members will be assessed on the following:

- Team composition and qualifications:
  - Team leader:
    - University degree in economics, statistics, public policy, mathematics, data analysis or related discipline;
    - Minimum 3-5 years of relevant experience as a survey designer, researcher in management capacity, leading surveys at a substantial scale;
    - Proven experience in designing and printing sensitive subject material.
    - Advanced knowledge of survey design, carrying out telephonic surveys, designing and leading CATI based surveys
    - Outstanding organizational and time-management skills
- Team leader is responsible for assembling a team and provide profiles in the proposal. The team structure should be clearly outlined to show how each area of work will be covered by a qualified and experienced professional.

### **Intellectual Property:**

All information pertaining to this project (data, analysis, reports, documentary, digital, cyber, project documents, etc) belonging to UN Women, which the firm and/or its team members may come into contact within the performance of his/her, duties under this assignment shall remain the property of UN Women who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UN Women in line with the national and International Copyright Laws applicable.

### **Roles and Responsibilities of the Parties:**

UN Women will provide technical guidance where possible. The service provider shall be required to bear all the related costs and work independently to successfully achieve the end results.

The service provider will be responsible for following costs:

- The professional fee must be quoted in the quotation as a lumpsum amount per deliverable.

- Indirect costs in relation to the scope of work of services must be included in the quotation, including the travel costs for delivery of the printed material.

**Communication and Reporting Obligations:**

The service provider will report to the Strategic Planning and Coordination Specialist UN Women Myanmar.

**Submission of Application:**

Submission package includes:

- Company profile – with demonstrable experience in carrying out surveys
- Company registration
- Updated CVs of team members – their roles and responsibilities in the assignment
- Financial proposal: Quotation with a breakdown of budget lines as per required deliverables. The quotation must specify a lump sum amount breaking down the professional fee for each deliverable and travel related costs.
- 02 reference checks
- 3 samples of previous (similar or relevant) work undertaken