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| **National Consultant to support Ministry of Social Welfare Relief and Resettlement to implement recommendations from the Monitoring Evaluation and Learning (MEL) Roadmap to develop Ministry-wide M&E framework**  Section in Charge: Social Policy and Child Rights Monitoring  How does the consultancy relate to work plan: The consultant will contribute output 1, activity 1.1, strengthened government capacity to produce, analyse and use of data.  Outcome reference: Improved policy environment, budgets and systems for all children especially the most excluded guided by improved knowledge and disaggregated data  Output reference: Output 1 “by 2022, the government has strengthened capacities to develop, manage and use M&E systems addressing the situation of children in Myanmar” |
| 1. Background:   As part of UNICEF technical assistance to MSWRR to develop a robust public financial management system, in 2019, UNICEF and MSWRR initiated the development of a ministry-wide M&E framework.  The need for a ministry-wide M&E framework originates from the establishment of a national M&E framework (the MSDP NIF), to which MSWRR contributes with a significant number of indicators at the national and sub-national levels. It is also an important tool that can improve the Ministry’s reporting and feedback operations at the departments level (DSW, DDM and DoR). It will enable MSWRR to understand current programme information flows to better make priority decisions on where to invest limited resources in the short, medium, and longer-term and to draw clearer links to how the investment can improve the impact of its programming. While M&E frameworks and MIS are being developed for specific programmes (such as SMIS and DMIS), the Ministry has realized the need to develop a tool that will consolidate and enable different departments under MSWRR to keep track of their programmes and impact across departments and reporting to other national entities such as MSDP/NIF. The ministry also accepted the needs to review the performances and synergy created between different departments and across different programmes. MSWRR also agreed to initiate the process by developing the **Monitoring Evaluation and Learning (MEL) Roadmap** that will help Ministry to develop the **M&E framework phase by phase** in the longer term.  Following technical discussions in January 2019, UNICEF and MSWRR organized a first workshop with MSWRR officials to develop a **MEL roadmap for the M&E Framework** in March 2019. Extensive interviews with MSWRR officials in Naypyidaw and in selected States/Regions were then conducted (between April and June 2019) and a final validation workshop was conducted in July 2029. The resulting roadmap, including the MSWRR Theory of Change, and a list of next steps were officially approved and endorsed by the ministry in early 2020.  The next steps entail the implementation of the MEL Roadmap, through the allocation of human and financial resources to it. This Terms of Reference refer to a Ministry-level M&E position, embedded within the Ministry, and working with all three departments. The main purpose of this consultancy is to support MSWRR in implementing the M&E roadmap, as outlined in the main report on M&E framework produced in 2019. As part of the human resource strategy outlined in the roadmap document, it is also recommended to form a working group of implementing partners including development partners and the relevant stakeholders that are working with the Ministry on different projects/activities – and the person supporting this consultancy will support coordination and facilitation of such group.  Note: All three departments and Deputy minister nominated DDM as focal department for implementation of MEL roadmap towards ministry wide M&E framework. The consultant will be closely working with focal persons from all three departments (DSW, DDM, DoR) for technical support and Director of Relief Unit, DDM for coordination. |
| 1. Objectives of the consultancy:   This assignment is aimed at laying foundations for developing a ministry-wide M&E framework, as guided by the Monitoring Evaluation and Learning (MEL) roadmap, which will enable MSWRR to articulate the M&E system to assess how its programming is impacting and improving the lives of vulnerable groups like children, youth, women and elderly among others in Myanmar. The MEL Roadmap contains Ministry-level theory of change and a list of “key next steps and recommendations for the proposed M&E framework”, approved by the ministry.  The consultant will responsible to provide technical support to all three departments (DSW, DDM, DoR) and Minister’s office as relevant. The consultant will also be working closely with Director, Relief department, DDM for coordination and compilation of the outputs from all three departments and submission to the higher level.  The assignment will involve the following activities:   * Build a broad-based understanding of the M&E roadmap, TOC and associated areas and capacity building to MSWRR staff in states and regions: the consultant is expected to hold discussions, awareness-raising and capacity building sessions on TOC and M&E roadmap for MSWRR staff at S/R. The consultant will also make sure relevant S/R level staff receive, understand and use the M&E roadmap. * Development of the indicators’ framework for MSWRR: this is expected to be achieved through a participatory process, including workshops (virtual and/or in person, as possible and safe depending on the evolving COVID-19 situation). The indicators will be aligned to the NIF, SDG for children priority indicators, results frameworks and the TOC, and they will be defined and approved by different outcome and output level staff (Minister level-ministry wide, DG level – department level, Director level – each unit). As a result of this process, the consultant is expected to consolidate and finalize the indicators framework as guided by Child Rights Monitoring Specialists, SPCRM and submit it to minister’s office for approval through DDM. * Define and initiate processes of data collection and reporting for different level internally (from S/R to Directors at central level and as relevant. For example: DDG to DG and DG to Minister level). This includes (among other things):   + Identification of focal persons responsible for collecting and reporting on each indicator   + Determination of source of information;   + Definition of the frequency of data collection. * Where possible, the collection and analysis of data for M&E should be folded into existing reporting processes, which through the development of a M&E framework, should be strengthened * Facilitate a high-level discussion, e.g. through a workshop, aimed at discussing and agreeing on how to operationalize the M&E framework in the long run, i.e. to identify how responsibilities will be delegated across the Ministry and what resources will be required for this process; * Identify required steps to link MSWRR’s own reporting with future MSDP/NIF’s M&E system * Continue support to MSWRR to establish process of data collection and reporting |
| 1. Geographic Area:   Nay Pyi Taw based assignment. The candidate needs to sit at MSWRR in Nay Pyi Taw.  Consultant need to travel from home city to Nay Pyi Taw at the beginning and end of the assignment, flight ticket and DSA/ expenses for Nay Pyi Taw will have to be inclusive in the applicant's fees proposal (if applicable/ for applicants outside of Nay Pyi Taw only). If consultant needs to travel to Field or Yangon during the assignment, the costs for travel/DSA will be reimbursed on approved and actual travel undertaken |
| 1. Duration (including potential extension):   August 2020 to July 2021 full time, regular office hours |
| 1. Supervisor:   Child Rights Monitoring Specialist – NO C will be responsible for supervising the work to ensure that consultant meets the set objectives.  Child Rights Monitoring Specialist – P3 will be responsible for providing strategic direction to the Consultant |
| 1. Type of Supervision/support required from UNICEF:   Initial briefing will be given by UNICEF staff / Child Rights Monitoring team. Interactions with MSWRR officials is compulsory and CRM specialist will facilitate the initial meetings/engagement with MSWRR and the consultant. Quality assurance at the end of assignment will be permed by UNICEF / Child Rights Monitoring team. |
| 1. Description of assignment:   \*The payment will be processed on monthly basis. However, activities/ deliverables expected for each month are indicated in the table below, to compute deductions in case any part of the deliverables cannot be completed.   |  |  |  | | --- | --- | --- | | Task | Deliverables | Proposed timeline | | 1. TOC and Indicators workshop | TOC and next steps are presented in meetings and in a workshop. Indicators preselected by three departments reviewed and agreed by all participants, on behalf of their departments. | August 2020 | | 1. Finalization of indicators | Final list of indicators submitted to the departments and the Union Minister’s office | August 2020 | | 1. Define initial data collection process | Technical note on data sources, responsible persons,  frequency, channel for reporting officially identified. | September 2020 | | 1. High level workshop: Discussion on how to operationalize it / agree on how MEL responsibilities will be delegated across the Ministry | Report on High level workshop organized and initial idea on how M&E responsibilities will be delegated across the ministry including S/R level identified. | September 2020 | | 1. Identify key steps to link Ministry own reporting with NIF and SDG for children | Technical note on key steps for how ministry’s M&E will link with NIF reporting in the long term developed. | October 2020 | | 1. Follow up meeting with M&E focal from three departments on initial data collection process identified and continue support to MSWRR for establishing data collection and reporting process for the medium term | Meeting notes on how all three departments officially identify initial steps for data collection and reporting process. | November 2020 | | 1. Follow up meeting with MSWRR staff from all S/R | Meeting notes on how all three departments at S/R level officially identify initial steps for data collection and reporting process. | December 2020/ January 2021 | | 1. Pre-review of initial steps for data collection and preparation for the workshop in March | Technical note on how workshop in March 2021 will be organized | February 2021 | | 1. Workshop/meeting to review initial steps identified to link with NIF and ministry’s data collection process (review activity 5 and 6 together) | Workshop report and meeting notes detailing steps required to link ministry’s data collection with SDG and NIF are agreed by the ministry | March 2021 | | 1. Follow up on the workshop recommendations including production of technical notes on how ministry-wide reporting link to SMIS and DMIS | Technical note on how ministry wide M&E will link to SMIS and DMIS in terms of indicators, data and reporting | April/May/June 2021 | | 1. Continue support to MSWRR to build M&E capacity by establish data collection and reporting (this include providing technical support for DMIS, attending other relevant meetings for example SMIS or NIF) | Periodic progress report articulating capacity development support on  Data collection and reporting channels inside the ministry initiated | Throughout the assignment/ mid-July 2021 | | 1. Submit report on the progress and recommendation on the next steps | Final report covering recommendations and next steps for M&E framework | Mid-July 2021 | |
| 1. Advertisement / Invitation / Request for Expression of Interest   The consultancy will be published at Talent Management System recruitment portal of UNICEF Myanmar, M&E-mailing list, MIMU, and any other relevant groups in country. |
| 1. Selection process (EOI to be attached to TOR)   Interested candidates are required to complete the Expression of Interest Form circulated with the call for proposals, answering the technical questions included.  The consultant will be identified by UNICEF and Department of Disaster Management based on a competitive selection process, considering the candidate’s experience and time availability, the quality of the answers produced, and of the lump-sum requested.  If deemed opportune, UNICEF will require a telephone interview with shortlisted candidates. |
| 1. Qualification and specialized knowledge/experience required for the assignment:   **Qualification**  University degree in one of the disciplines relevant to the following areas: Monitoring and Evaluation, Social Science, Economics, Development studies or any degree relevant to the job.  In the case of having relevant long-term experiences and talents proved, academic degree may be compromised.  **Experience**  The qualifying consultant must fulfil the following requirements regarding experience and qualifications:   * Have five years of experience in M&E/SDG/MSDP-NIF related areas * Working experience with the government of Myanmar is essential * Working experience with UN agencies is an asset * Experience related to Child Rights is an asset * Full written English proficiency and fluency in Myanmar is required |
| 1. Other conditions:   The selected consultant will have to utilize a personal laptop for his/her work.  The consultant will sit and work at MSWRR in Naypyitaw.  Internal meeting with UNICEF colleagues can organize at UNICEF NPT office depends on the availability.  **Life and health insurance**  UNICEF does not provide or arrange life or health insurance coverage for consultants and individual contractors, and consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. The responsibility of UNICEF is limited solely to the payment of compensation for service-incurred death, injury or illness as per the provisions detailed below.  **Insurance for service-incurred death, injury or illness**  Consultants and individual contractors who are authorized to travel at UNICEF expense or who are required under their contract to perform services in a UNICEF or United Nations office shall be provided with insurance coverage, through a UNICEF-retained third party insurance provider, covering death, injury and illness attributable to the performance of official UNICEF duties. Compensation in the event of service-incurred death, injury or illness shall be equivalent to amounts stipulated in the agreement between UNICEF and the insurance provider.  **Payment**  The payment will be processed on a monthly basis based on the completion of deliverables. In case any part of the work cannot be completed by the consultant, deductions from the payment will be made accordingly  **Confidentiality:**  The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with the government of Myanmar and UNICEF.  The contract signed with the consultant will include the other general terms defined by UNICEF. |
| 1. Nature of Penalty Clause to be stipulated in the contract:   UNICEF Myanmar reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment is not met or deadline set for the accomplishment of the tasks is missed. |