

Ministry of Cooperatives and Rural Development (MCRD)
Department of Rural Development (DRD)
**“Initiatives for Establishment of Innovation Model on Village Level Poverty Reduction
among LMC Countries Project”**
Terms of Reference (TOR)
Assignment Title: National Project Consultant (Lump-Sum)

Introduction

The Department of Rural Development (DRD), is implementing Initiatives for Establishment of **Innovation Model on Village Level Poverty Reduction among MLC Countries Project** funded by the Mekong-Lancang Cooperation Special Fund (2022). The project is one of the outcomes of the China-aided Pilot Project of Poverty Reduction Cooperation in Myanmar which is expected can be used as an **innovative model** of the poverty alleviation program in Myanmar. The objectives of the project are to improve the living standard and socioeconomic condition of local villagers and the capacity of grassroots management departments and the villagers and to share knowledge and experiences of poverty reduction initiatives among MLC Countries. The specific objectives are as follows:

- To demonstrate government-guided and public-participation-based poverty reduction that features integrated village development;
- To take targeted measures to solve problems and meet the development needs of the communities in the project area;
- To carry out community poverty reduction activities to improve living and production conditions and enhance the development capacity of the community;
- To explore diversified income channels for the community especially poor households; and
- To share experience on village-level poverty reduction and livelihood improvement among LMC countries.

Objective and Scope

The project shall apply a part of the fund to hire a qualified and outstanding national project consultant to assist the DRD project management unit located at its headquarters in all aspects from the project implementation stage to the phasing out time.

Detailed Tasks

The Consultant has adhered to the duties and responsibilities, including but not limited to the following;

1. Baseline Survey

- (a) Conducting a Baseline Survey in the project area. (Starting from Oct 2023)
- (b) Submitting Draft Report of the Baseline Survey (Before 31st Oct 2023)
- (c) Submitting Final Report of the Baseline Survey (Before 30th Nov 2023)

2. Monitoring and Evaluation

- (a) Carry out frequent monitoring visits to the project area under implementation.

- (b) Monitor and evaluate overall progress on achievement of results.
- (c) To collect the necessary data from the respective sources and prepare the M&E report.
- (d) Establish a simple M&E instrument based on the project design and Monitoring Framework and write an M&E report year by year.
- (e) Annual M&E reports must be submitted after collecting information and the questionnaires from the project area.
- (f) Coordinate with M&E counterpart to prepare progress and report.

3. End-line Survey and Completion Report

- (a) Provide a detailed description of all aspects of completing the project and prepare a completion report including financial data and project progress at the end of the project.
- (b) The completion of the expected objectives, project output, and results summarize the experience and existence of the project implementation process.
- (c) Follow up and report to the PMU office whether the implementations are in line with the agreed work plans.
- (d) Deliver clear, timely, correct situation reports including achievement.
- (e) Analyze the assessment of outcomes.
- (f) Analyze the assessment of risk to the development of outcomes.
- (g) Analyze the data collection, reporting, and dissemination of findings from the baseline, midterm review, and end line.
- (h) Ensure that the report includes lessons learned with issues raised by the implementation project.
- (i) To do end line survey and analytical study from the sources of the whole project.

Additional Tasks

- Participate in seminars, workshops, and technical discussion meetings at the PMU office when requested according to project needs and prepare output reports from these activities.
- Assist in organizing project planning meetings and learning events.
- Assist PMU (Project Management Unit) office to obtain necessary information during the project implementation.
- The consultant will visit frequently the project area with DRD to investigate the project implementation and to prepare the report.
- The Staff of PMU and PIU (Project Implementation Unit) would provide assistance and knowledge sharing when it is needed.

Reports and Deliverables

The consultant shall conduct a Baseline Survey in the project area. (Starting from Oct 2023). Submitting Draft Report of the Baseline Survey (Before 31st Oct 2023) and final report for 30th Nov 2023. The consultant shall prepare and submit the annual M&E report to the project director and share a copy with the (PMU) office at the end of each project year. Submitting a report of the draft M&E 2023(in Jan 2024) and final report for Feb 2024. The draft M&E report 2024(in July 2024). Submitting a final report of M&E 2024(in August 2024). Apart from the findings, the

M&E report will also include updated information on the project and comparative sub-projects, project output indicators and impact indicators, and a project satisfaction survey. Start study for analytical and end-line survey and prepare for the draft report (in September 2024). Submission of the draft completion report to the client (in Oct 2024). Submission of the final end-line survey report(in Oct 2024) and completion report(in Dec 2024). If so required, the consultant shall follow up on any challenges/issues and corrective measures resulting from this report or any other action based on the project director/PMU office recommendation.

Deliverable and Dates

	Deliverable	Action Completed By
A	Baseline Survey	
A1	Conducting Baseline Survey	Start Oct 2023
A2	Draft report of Baseline Survey	Before 31 st Oct 2023
A3	Final Report of Baseline Survey	Before 30 th Nov 2023
B1	M&E (2023)	
B1.1	Draft M&E 2023 Report	31 st Jan 2024
B1.2	Final M&E 2023 Report	29 th Feb 2024
B2	M&E (2024)	
B2.1	Draft M&E 2024 Report	31 st July 2024
B2.2	Final M&E 2024 Report	31 st August 2024
C	Analytical Study and End-line Survey	
C1	Draft Analytical Study and End line Survey Report	30 th Sep 2024
C2	Final Analytical Study and End-line Survey Report	15 th Oct 2024
D	Completion Report	
D1	Draft Completion Report	31 st Oct 2024
D2	Final Completion Report	15 th Dec 2024

Estimated Payment Schedule

Year	% of Contract Value	Activities to be Delivered for Payments	Certifications
2023	10%	Conducting Baseline Survey	Notification Letter for commencing of the assignment by the Consultant and verification from the Client.
		Submission of the Draft Baseline Survey Report to the Client	On the Receipt of the draft report along with survey questionnaires, indicators forms, and other related survey documents by the Client. (In written form)
	10%	Submission of the Final Baseline Survey Report to the Client	Satisfactory Acceptance of the Final Report by the Client. (In written form)
2023	10%	Submission of the Draft M&E (2023) Report to the Client	On the Receipt of the draft report along with survey questionnaires, indicators forms, and other related survey documents by the Client. (In written form)
2023	10%	Submission of the Final M&E (2023) Report to the Client	Satisfactory Acceptance of the Final Report by the Client. (In written form)
2024	10%	Submission of the Draft M&E (2024) Report to the Client	On the Receipt of the draft report along with survey questionnaires, indicators forms, and other related survey documents by the Client. (In written form)
	10%	Submission of the Final M&E(2024) Report to the Client	Satisfactory Acceptance of the Final Report by the Client. (In written form)
	10%	Submission of the Draft Analytical Study and End line Survey Report to the Client	On the Receipt of the draft report along with survey questionnaires, indicators forms, and other related survey documents by the Client. (In written form)
	10%	Submission of the Final Analytical Study and End line Survey Report to the Client	Satisfactory Acceptance of the Final Report by the Client. (In written form)

	10%	Submission of the Draft Completion Report to the Client	On the Receipt of the draft report along with survey questionnaires, indicators forms, and other related survey documents by the Client. (In written form)
	10%	Submission of the Final Completion Report to the Client	Satisfactory Acceptance of the Final Report by the Client. (In written form)
Total	100%		

Contract Duration

The consultant will be assigned from the contract effective date of October 1st,2023 to November 30th,2024, or any other period as may be subsequently agreed by the parties in writing.

Duty Station

The consultant will be based in Naypyitaw with frequent travels to the project area when necessary and authorized by DRD.

Required Profile

- Bachelor's Degree or postgraduate (Master's Degree preferable) in a relevant subject (development studies, social science, political science, management or related).
- At least 15 years of general working experience in development projects funded by international organizations is preferable.
- Demonstrated experience working in Monitoring and Evaluation for International Funded Projects.
- Must have strong English language capacity and Computer Skills.
- Must have Report Writing, Presentation, Dissemination, and publication skills.