

Vacancy Notice No. IC/2019- 007
Terms of Reference

Assignment Title:	International Consultant for Computer Assisted Personal Interviews (CAPI) for Women’s Life Experiences Survey in Myanmar
Number of Posts:	1 Consultant
Duration:	35 working days
Duty Station:	Central Statistical Organization, Nay Pyi Taw
Closing Date for Application:	4 November 2019 (5 pm Yangon Time)
Starting date of Assignment:	February 2020

1. PURPOSE OF CONSULTANCY

The Government of Myanmar, through the Department of Social Welfare (DSW) in the Ministry of Social Welfare, Relief and Rehabilitation, and the Central Statistical Organization (CSO) will conduct a national survey on women’s life experiences in Myanmar in early 2020. DSW is responsible for the overall coordination while CSO is responsible for the technical execution of the quantitative part of the survey. The qualitative part of the survey will be implemented by the Gender Equality Network (GEN). UNFPA is providing technical support and funding is from the Government of Australia.

The survey will use Computer Assisted Personal Interview (CAPI) method for data collection, capturing and processing, using hand-held devices (tablets). The partners in the survey are therefore seeking the services of an experienced international consultant to support the Myanmar CSO to develop the CAPI system for the survey.

2. SUPERVISION AND WORKING ARRANGEMENT

The consultant will work under the overall guidance of the Representative of UNFPA Myanmar, with day-to-day supervision of the Technical Specialists (Population Data and Gender Policy).

3. SCOPE OF WORK AND EXPECTED DELIVERABLES

The objective of the consultancy is to support national counterparts to develop a CPro-based Computer Assisted Personal Interview (CAPI) system for the survey on Women’s life Experiences in Myanmar. The assignment will include capacity building of national staff in the development of CAPI, setting up of IT infrastructure for the CAPI and the development of a

data management system, including systems for data transmission from the field to the central level and quality assurance at all levels.

Specifically, the assignment will include the following:

- i. Review of background documents related to the WHO methodology and UNSD Guidelines for undertaking surveys of this nature. Review of the draft survey questionnaire, and kNOwVAWdata guidelines for VAW studies.
- ii. Develop the relevant data entry applications and setting up the data platform: The consultant will work with the survey team to develop and finalize the data entry applications, using the survey questionnaires. This application will include quality control, and data cleaning programme.
- iii. Develop training manuals and conduct trainings for the data collection teams including field testing: The consultant will develop training manuals and conduct trainings for the survey team at CSO to ensure full understanding of the data entry platform. The training will include actual field experiments (field testing).
- iv. Develop a data management system that includes mechanisms for data transmission from enumerators to supervisors to the central level. This will include built-in confidentiality and data protection mechanisms.
- v. Provide technical support and supervision of field work, especially at the initial stages of the field work. The consultant will take corrective measures if needed to ensure reliability of the system.
- vi. Develop a CAPI manual for field work to guide enumerators, supervisors and head office level survey personnel
- vii. Provide on-the-job training to CSO survey staff in developing CAPI programme in CSPro

4. DURATION AND WORKING SCHEDULE

The indicative schedule for the assignment is as follows:

Dates	Task (deliverable)	# of days
February 2020	1. Training of CSO staff in CAPI	5
February 2020	2. Development of Data Entry applications and setting up of data platform. Install these in the tablets and test-run them	10
February 2020	3. Develop CAPI field manuals and conduct trainings for headquarters supervisory team, including field testing	5
May 2020	4. Develop data management system at the field up to headquarters level; and pre-test the system	5
June 2020	5. Provide technical support and supervision of field work, especially at the initial stages of the field work.	10
Total		35 days



5. MONITORING AND PROGRESS CONTROL

The Consultant will have regular meetings with the CSO, as well as the UNFPA Technical Team. The consultant will provide regular updates to UNFPA management on progress.

6. QUALIFICATIONS AND EXPERIENCE

- Academic qualification: Advanced degree in computer science or related field
- Certified software engineer, with advanced programming skills.
- At least 10 years working in a position of data manager, of which at least 5 years must include experience on developing survey data entry programs. Demonstrated experience in developing and implementing different CAPI platforms including CSPro is required.
- Superior written and oral communications skills in English are essential.
- Demonstrated ability to communicate and effectively work with people of diverse academic backgrounds and sensitivity to diverse cultural contexts are essential.
- Demonstrable understanding of the complexities of data collection and data management in conflict situations;
- Demonstrable experience in capacity building for national teams and counterparts
- Dedication and belief in upholding the highest ethical standards and respect for data confidentiality;
- Desirable: Familiarity with the socio-political and geographical contexts of Myanmar

7. PAYMENT SCHEDULE

- i. First payment will be made upon satisfactory completion of tasks 1 to 3.
- ii. Second payment will be made after completion of Tasks 4 to 5.

Terms and conditions will be in accordance with UN service contract procedures.

Remuneration will be based on years of work experience in the relevant field and standard rates for UN consultancy.

HOW TO APPLY

Applicants with the required qualifications and experience should submit a written letter of application, a copy of curriculum vitae (CV), completed UN P11 form (<http://myanmar.unfpa.org/en/vacancies/un-p11-personal-history-form>) relevant education certificates and the names and contact information of three references.

Applications should be addressed to UNFPA Representative and to be sent to

Email: hr.myanmar@unfpa.org

Attention: International Operations Manager,

Room A07, UNFPA, No.6, Natmawk Road, Yangon