Terms of Reference

**Post title: Endline Study Consultant**

**Duty Station:** Remote

**Period of Assignment:** From 13th May to 31st May 2024

## 1. Background and Context

Myanmar is a country that has faced decades of isolationist military rule with the first democratic election held in 2015 and sparking a wave of optimism and modernization. On February 1, 2021, a coup d'état was conducted, and the military took over the leadership and declared a state of emergency. Since the military takeover on 1 February 2021, following on from the impact of the COVID-19 pandemic, Myanmar has entered an unprecedented political, humanitarian, and socioeconomic crisis. The conflict and escalation in fighting across the country, insecurity and displacements continues up to date. According to the Humanitarian Needs Overview (2023), a total of 17.6 million people were in need (52% females and 48% males) with the major needs within food security, protection and health.

Stemming from the power dynamics at the heart of the system, international organizations operational in lower- and middle-income countries continue to control a significant proportion of humanitarian and development funding. Civil Society Now (CSN) is PIN’s flagship approach aimed at flipping this usual top-down power dynamic of capacity strengthening in order to promote and enhance the implementation of the localization agenda.

The JOA-funded project aims to enhance Myanmar Civil Society Organization’s capacities to respond to humanitarian crises through a demand-driven capacity development platform (CSN). The project provided capacity development though the CSN platform and services to 4 organizations and will target 4 additional ones in May. The goal of the study is to evaluate the use and impact of the CSN platform and services to targeted organizations and develop one simple report and one case study.

## 2. General Objective

Our organization is looking for an international and/or national consultant with relevant experience who will lead the implementing of endline and case study, based on partners and PIN staffs’ experiences, challenges, and benefits in using the CSN platform, conduct interviews with partners and PIN’s staff, carrying out the data analysis, ensure the quality control and delivering of the report in the close cooperation with Localization Manager and CSN coordinator.

## 3. Survey Purpose and its Objectives

The proposed study aims to:

* To assess partners' experiences, challenges, and benefits in using the CSN platform for collaboration, knowledge sharing, and project management.
* To evaluate and report on the following indicators:
  + % of CSO members reporting an improved organizational procedures in risk, financial, and organizational management procedures as a result of the CSN support received
  + % of CSN members who report that the services available through the CSN platform are relevant and useful to meet their organizational goals
  + % of CSO members reporting that they have used/tailored at least one document from the CSN website
  + # of CSOs that would recommend CSN support to other organizations
  + # of CSO members that pro-actively get in touch with CSN Coordinator and/or PIN relevant staff at least twice throughout the project to suggest / receive content for their capacity development
* To evaluate PIN staff members' experiences, perceptions, and usage patterns of the CSN platform in facilitating project coordination, communication, and collaboration.
* To identify partners and PIN staffs' needs, preferences, and suggestions for improving the usability, functionality, and effectiveness of the CSN platform.
* To gather insights on partners and PIN’ staffs' expectations and future requirements for enhancing their engagement with the CSN platform and the organization.
* Reflect on the limitations and drivers for CSN platform and service in Myanmar

## 4. Study Methodology

The study will apply a mixed-method approach incorporating both qualitative and quantitative methods would be appropriate. deliverables include:

* Review the relevant project documents and external sources and reports related to the subject matter.
* Develop data collection tools (interview guide, structured questionnaires, etc...)
* Collect data and information through qualitative and quantitative methods.
* Analyse the collected data to derive meaningful insights and conclusions.
* Develop report including an executive summary, methodology, findings, analysis, conclusions, and recommendations
* Develop one case study focusing on one Pin staffs experience and one partner experience using CSN
* Present the findings and recommendations to stakeholders as required.

The methodology is a subject of discussion and agreement with PIN.

## 5. General Conditions

**Timeframe and deadline:**

Below is the indicative timeframe of the assignment:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Location** | **Number of work days** |
| Desk review | Remote | 1 |
| Consultation meeting with CSN team | Remote | ½ |
| Design of the survey questions | Remote | 2 |
| KII with 4 partners’ representatives and 6 PIN staff | Remote/ in person | 5 |
| Data analysis and reporting | Remote | 4 |
| Presenting draft report and case study | Remote | ½ |
| Include inputs from PIN team, Provide final report together with 2 pager case study key findings | Remote | 2 |

The abovementioned timeframe can be modified by the consultant but should not exceed 15 working days.

**Expected start date**: May 13th, 2024

**Duration of work**: Until May 31st, 2024

**Payment Schedule:** The payment modalities will follow a first instalment (70%) upon reception of the inception report and a final instalment (30%) after delivering the final report.

**Logistics**: The fieldwork logistics will be organized by the Consultant and supported by project team and administration team, when necessary.

**Budget:** The financial proposal has to include the breakdown of costs per unit. The consultant should include the costs for transportation and accommodation in the proposed budget. The assignment is mostly conducted remotely, with potential in person meetings in one of the target locations.

## 6. Requirements

* University degree in sociology, development studies or a related field
* At least 5 years of proven experience, in field research in Myanmar
* Proven knowledge of qualitative/quantitative research methods
* Background on CSO capacity development is preferable
* Excellent organizational skills and attention to details
* Ability to work both independently and in a flexible manner
* Proven understanding of Myanmar, Rakhine, Chin and Kachin context
* Fluency in Burmese and in English required.
* Excellent report writing skills in English and Burmese

## 7. Application Procedure

Qualified candidates are requested to submit:

* An updated curriculum vitae showing how the consultant meets the required qualifications, experience and related assignments conducted in the past. This should include contact details of organizations where the assignment was conducted or individual contact details with referee’s information.
* Sample of the similar study conducted by the consultant
* Annex 1: A technical proposal not more than five pages including a more elaborated methodology.
* Annex 2: A financial proposal not longer than one page.
* Email shall send to [recruitment.mmr@proton.me](mailto:recruitment.mmr@proton.me) ; not later than **May 1st, 2024**