



UNITED NATIONS DEVELOPMENT PROGRAMME

Project Budget

CONFORMED COPY

Project Number: MYA/01/005  
Project Title: Integrated Household Living Conditions Assessment in Myanmar

Start Year: 2002  
End Year: 2004  
Executing Agent: UNOPS - UNDP Office for Project Services

Budget Financing (in US\$)	
INPUTS	REV "A"
UNDP	
01-UNDP-IPF / TRAC - (Trac 1.1.1 & 1.1.2)	1,700,000
<b>TOTAL</b>	<b>1,700,000</b>

Revision Type: INI - INITIAL

Brief Description:

The development objective of the project is to improve well-informed, pro-poor decision-making in order to improve living conditions for the poor. The immediate objective is to assess the living conditions and poverty situation of the Myanmar population. The outputs are: 1) a nation-wide integrated household living conditions assessment 2) a Management Information System on household living conditions established and utilised by relevant users 3) awareness raised and consensus reached on the main priorities for improving household living conditions.

Approved by:	Signature:	Date:	Name/Title:
UNDP:		13 DEC 2002	Patrice Coeur-Bizot Resident Representative
Executing Agent:		13 DEC 2002	Patrice Coeur-Bizot Resident Representative
Government:		13 DEC 2002	(MA THAN NWE) DIRECTOR GENERAL PLANNING DEPARTMENT

**Government of the Union of Myanmar**

**United Nations Development Programme**

**INTEGRATED HOUSEHOLD LIVING CONDITIONS ASSESSMENT**

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Date : \_\_\_\_\_

## TABLE OF CONTENTS

	Executive Summary	iv
Part I A	Situational Analysis	1
1.1	Overview	1
1.2	Description of the Sector	1
1.3	Prior and on-going assistance	2
1.4	Problems to be addressed	3
Part I B	Project Strategy	3
1.5	Special Considerations	3
1.6	Project Strategy	4
Part II	Results Framework	5
2.1	Target Beneficiaries	5
2.2	Expected End-of-Project Situation	5
2.3	Development Objective	6
2.4	Immediate Objectives, Outputs and Activities	6
2.5	Risks	8
Part III	Management Arrangements	8
3.1	Implementation Arrangements	8
3.2	Coordination Arrangements	10
3.3	Project Review, Reporting and Evaluation	11
Part IV	Legal Context	11
Part V	Inputs and Budgets	12
5.1	Inputs	12
5.2	Budget	13
	Annexes	
I.	Project Results and Resources Framework	
II.	Work plan	
III.	Project Budget Covering UNDP Contribution in US\$	
IV.	Job descriptions for professionals	
	Job description (IA Technical Unit Technical Adviser)	
	Job description (IA Technical Unit Economist)	
	Job description (IA Technical Unit Computer Specialist)	
V.	Activities for the qualitative study	

## List of Abbreviations and Acronyms

HDI	Human Development Initiative
HIES	Household Income Expenditure Survey
IA	Integrated Household Living Conditions Assessment
IA	Integrated Living Conditions Baseline Assessment
ITA	International Technical Agency
MDG	Millennium Development Goals
MICS	Multiple Indicator Cluster Survey
MIS	Management Information System
PD	Planning Department
PPP	Purchasing Power Parity
TU	Technical Unit
UNDP	United Nations Development Programme
UNFPA	United Nations Fund for Population Activities
UNICEF	United Nations Children's Fund
UNOPS	United Nations Office of Project Services
WIV	Weighted Individual Vote

## Executive Summary

At the World Summit for Social Development held in Copenhagen in 1995, heads of state and governments from 180 countries committed themselves to formulate or strengthen national poverty eradication plans to address the structural causes of poverty. More recently, at the United Nations Millennium Summit, held in New York in September 2000, governments from participating countries, including Myanmar, reaffirmed the commitments they had adopted earlier to reduce poverty. Among others, the Millennium Summit calls for halving poverty, by 2015, i.e. halving the proportion of the world's people whose income is less than one dollar a day.

In 1988, Myanmar abandoned socialist central planning and moved toward a market-oriented economic system. While the private sector is now the largest sector of the economy, national planning still plays an important role in the Government's efforts to develop the country. The economy is guided by a five-year plan, which is broken down into annual plans. The current five-year plan (2001-2006) places a major emphasis on integrated rural development for economic development and poverty alleviation.

There is no comprehensive poverty reduction plan in Myanmar to date, although many elements of the national planning framework aim at reducing poverty. As a prerequisite to formulating a comprehensive poverty reduction plan, Myanmar needs a comprehensive household living conditions assessment and a poverty profile on which to base the design of pro-poor economic and social policies, and to help orient development programmes and projects for maximum poverty reduction. Living condition assessments of the people and the poverty profile should be prepared, updated regularly to monitor changes over time. This is a critical basic component of the process of formulating appropriate plans and policies for poverty reduction.

The development objective of this project is to contribute to well-informed, pro-poor decision making in order to improve living conditions of the poor in Myanmar. The immediate objective of the project is to undertake the first nation-wide integrated assessment of household living conditions of the Myanmar population. There will be three outputs:

1. A nation-wide integrated household living conditions assessment
2. A Management Information System on household living conditions established, and utilised by relevant policy and decision makers and available to other development partners.

3. Consensus reached and awareness raised among decision-makers and other concerned stakeholders on the priorities for improving household living conditions.

At the end of the project, a reliable and up-to-date household living conditions assessment and poverty profile by state/division and agro-ecological zone (covering several more homogeneous states or divisions) will be available to national policy-makers and other national stakeholders, as well as for potential donor (bilateral and multilateral) organisations, for planning and implementation of pro-poor initiatives.

This project will also contribute to: the improvement of household data collection and analysis methods, in particular through the inclusion of qualitative participatory methods and their association with quantitative methods, and analysis of data to study living conditions dynamics over time; enhancing well-informed, pro-poor decision-making in formulating poverty reduction strategies and policies; providing the necessary data and analysis to monitor progress made in achieving the Millennium Goals.

## Part I A. Situational Analysis

### 1.1 Overview

At the World Summit for Social Development held in Copenhagen in 1995, heads of state and government from 180 countries committed themselves to formulate or strengthen national poverty eradication plans to address the structural causes of poverty. More recently, at the United Nations Millennium Summit, which was held in New York in September 2000, governments from participating countries, including Myanmar, reaffirmed the commitments they had adopted earlier to reduce poverty. The Millennium Summit called for the following Millennium Development Goals (MDG), among others:

- **Poverty:** To halve, by 2015, the proportion of the world's people (currently 22 per cent) whose income is less than one dollar a day.
- **Education:** To narrow the gender gap in primary and secondary education by 2005; and to ensure that, by 2015, all children complete a full course of primary education.
- **Drinking Water:** To halve, by 2015, the proportion of people who do not have access to safe drinking water (currently 20 per cent).
- **HIV/AIDS:** To halt, and begin to reverse, the spread of HIV/AIDS by 2015.

In this context, this project will provide data and analysis on living conditions of the people to help policy makers and critical national stakeholders in Myanmar, as well as bilateral and multilateral development partners to craft policies and programmes to achieve the MDG targets quickly.

### 1.2 Description of the sector

In 1988, Myanmar abandoned socialist central planning and began moving toward a market-oriented economic system. While the private sector is now the largest sector of the economy, national planning still plays an important role in the Government's efforts to develop the country. The economy is guided by a five-year plan, which is broken down into annual plans. The current five-year plan, which covers the period 2001-2006 places a major emphasis on integrated rural development for economic development and poverty alleviation. Also, the Government has been implementing regional poverty reduction programmes, such as the Arid Zones Greening Programme in the Dry Zone. The long-term goal of this particular programme is to improve the living conditions of the people of the Dry Zone through reclaiming arable land from semi-arid states. Significant results have been achieved in greening the area. Infrastructure development has also been a major focus of the Government to build irrigation dams, bridges, roads, etc. mainly to connect the more remote parts of the country, and to contribute toward alleviating poverty and reducing regional income disparities.

### 1.3 Prior and on-going assistance

Several UN agencies have been providing financial and technical assistance for the following assessments and surveys.

- The Human Development Initiative Baseline Survey conducted by the Settlement and Land Records Department, Ministry of Agriculture and Irrigation with UNDP in 1996;
- The Multiple Indicator Cluster Survey (MICS) conducted by the Department of Health Planning of the Ministry of Health with UNICEF in 1995, 1997 and 2000;
- The Household Income Expenditure Survey (HIES) conducted by Central Statistical Organization with UNICEF in 1997;
- The Fertility and Reproductive Health Survey conducted by the Population Department of the Ministry of Immigration and Population with UNFPA in 1997;
- The National Mortality Survey conducted by Central Statistical Organization with UNICEF in 1999.

UNDP has already initiated consultations with these partners to benefit from their experiences and to harmonize planned future activities.

Since 1993, UNDP assistance in the field of socio-economic planning and surveys has been minimal due to restrictions placed on UNDP's activities in Myanmar by its Executive Board.

After the Executive Board's approval in September 2001 for an assessment of household living conditions assessment in Myanmar, UNDP fielded two consultancy missions to study options for supporting the preparation of an Integrated Household Living Conditions Assessment (IA). The mission carried out discussions with relevant organizations including the Planning Department, Central Statistical Organization, Planning and Statistics Department of the Ministry of Health, and the Department of Settlements and Land Records of the Ministry of Agriculture and Irrigation. A proposal for the IA was prepared and submitted to the Ministry of National Planning and Economic Development and subsequently approved. The mission also led to an agreement with the Ministry of National Planning and Economic Development on the scope of the qualitative study which aims at ascertaining how the poor view poverty, and its characteristics and causal factors in the Myanmar context (see Annex V: Activities for qualitative study). Based on this study, the indicators for the full-fledged national-coverage quantitative assessment will be selected. These preliminary, pre-project activities are being funded separately from this project document in order not to delay implementation of the IA.



#### **1.4 Problems to be addressed**

There is no comprehensive Poverty Reduction Plan in Myanmar to date although many elements of the national planning framework aim at reducing poverty. An integrated household living conditions assessment needs to be carried out and a poverty profile compiled in order to provide a basis for the design of pro-poor economic and social policies and help orient development programmes and projects for maximum poverty reduction. Such living conditions data should be updated and monitored regularly over time.

Despite many published government statistics, current social and economic data on Myanmar and its people are inadequate for poverty monitoring purposes, since much of the data comes from separate, stand alone surveys, thus hampering cross tabulation of related variables. Many surveys generally lack in-depth analysis and assessment. In addition, accuracy and timeliness could be improved to assist policy-making processes.

In order to better monitor the country's progress toward meeting the MDGs, the Government of Myanmar has given recognition to the need for an integrated assessment of household well being and poverty.

The Integrated Household Living Conditions Assessment (IA) analysis and its findings will be important in helping to formulate consistent national and regional policies to maximize the effectiveness of development and poverty reduction activities, by permitting better targeting of assistance and by identifying causal factors. The first nation-wide household living conditions and poverty assessment will include all major social and human indicators of well-being and income and consumption variables measured across seasons. The assessment will be designed in the context of requirements for longer-term and regular time-series data on socio-economic household well-being for poverty monitoring purposes using a Management Information System (MIS). This MIS will factor in existing relevant surveys and administrative data to permit analyses across data sets and allow for results triangulation. This assessment will be an important contribution to policy and decision making processes.

#### **1B. Project Strategy**

#### **1.5 Special Considerations**

UNDP's overarching global mandate is to achieve sustainable human development and to reduce poverty. Within this global mandate, UNDP is working in many countries with national organisations in charge of planning and statistics, to improve the quantity and quality of data on living conditions and poverty, their assessment and utility for policy and decision-making processes.

In Myanmar, UNDP assistance has been provided since 1993 in strict compliance with Governing Council decision 93/21 and Executive decisions 96/1 and 98/14. In accordance with the guidelines set out in those decisions, project activities have been focused directly at the grass-roots level on basic human needs areas, namely, primary health care, the environment, HIV/AIDS, training and education and food security. The UNDP mandate on Myanmar is still in effect.

The grassroots focused activities of UNDP's HDI has resulted in significant achievements in helping communities to meet their basic humanitarian and food security needs at the village level. Nevertheless, an important lesson that has been learned from previous and current phases of the HDI is that development activities targeted at the poor are often vulnerable to social and economic forces resulting from circumstances beyond the village (e.g. regional and national policy and regulatory decisions). Designing and implementing programmes and initiatives that respond not only to the manifestations of poverty in villages, but also that address causal factors, requires information and data in critical areas affecting the general livelihoods, incomes and social prospects of communities as well as assessment of the macro-policy framework.

Consequently, in September 2001, the UNDP Executive Board permitted UNDP to carry out undertake a household living conditions assessment on a national scale, in order to better address the wider implications of poverty and its effects on the people, including poor grassroots communities. This assessment would also provide the basis for better planning and implementation of local and national pro-poor strategies.

Furthermore, in its capacity as chair of the United Nations Country Team (heads of all UN agencies in Myanmar), UNDP has a special role in supporting developing countries to monitor and report progress in reaching the MDG targets.

## **1.6 Project Strategy**

The project strategy involves:

1. Ascertaining the most relevant indicators of household well being in Myanmar. The indicators should also produce useful outputs for Millennium Development Goals (MDGs);
2. Conducting a national representative Integrated Household Living Conditions Baseline Assessment (IA). The IA will include 2 rounds to capture seasonal variations. The IA will also collect, wherever possible, gender disaggregated information (by women) to get the gender perspective. The analysis of the data will provide an overall household living conditions assessment and a poverty profile, as well as in-depth and layers of analysis on specific dimensions of household living conditions. The IA will be complemented by an

analysis of composite indices such as the human development index, the human poverty index, Purchasing Power Parity measures, etc.;

3. Introducing cutting edge survey methodologies (including iterative qualitative and quantitative methods) and pro-poor policy analysis techniques;
4. Linking data collection and analysis on living conditions and poverty with policy formulation and decision-making processes;
5. Designing and implementing a Management Information System to provide key ministries with user-friendly access to the IA data and composite indices;
6. Involving other institutions in living conditions data collection, analysis and use will be involved through an Inter-Ministerial Steering Committee to better respond to data users' needs and articulate them with relevant existing and planned surveys;
7. Publishing a joint set of reports.

## **Part II. Results Framework**

### **2.1 Target Beneficiaries**

In 1997, nearly one in four households had expenditures below the minimum subsistence level. Although the poverty rates are approximately the same in urban and rural areas, most of the poor live in rural areas. Rural population is 71 percent of the total population. The ultimate beneficiaries of this project will be the poor who should benefit from better targeting and relevant policies, programmes and projects. The project will also benefit those involved in the process of poverty data collection and analysis, policy formulation and development planning.

### **2.2 Expected End-of-Project Situation**

At the end of the project, Myanmar will have at its disposal a reliable and up-to-date household living conditions assessment and poverty profile by state/division and agro-ecological zone (covering several more homogeneous states or divisions).

This project will contribute to:

- (i) the better co-ordination and improvement of household data collection and analysis methods, in particular through the use of qualitative participatory methods and their integration with quantitative methods, the use and analysis of data to study living conditions dynamics over time, the use of analytical methods to determine linkages between manifestations of poverty and casual factors;
  - (ii) enhancing well-informed, pro-poor decision-making in formulating poverty reduction strategies, plans and policies;
-

- (iii) providing the necessary data, analysis and reporting systems to monitor progress toward achieving the Millennium Goals.

## 2.3 DEVELOPMENT OBJECTIVE

The development objective is to improve well-informed, pro-poor decision making in order to improve living conditions of the poor in Myanmar.

## 2.4 IMMEDIATE OBJECTIVES, OUTPUTS AND ACTIVITIES

Immediate Objective 1: To assess the living conditions and poverty situation of the Myanmar population.

Output 1: Integrated Household Living Conditions Assessment conducted and quantitative indicators of household living conditions measured and analysed

ACTIVITIES
1.1.1. Selection of household (micro) living conditions assessment and poverty profile indicators using results from qualitative studies (poverty profile indicators, living conditions and poverty characterisation indicators, poverty dynamics indicators, vulnerability indicators, household inequality indicators)
1.1.2. Design of the methodology for the IA (sampling plan, questionnaires, analysis plan, data tabulation plan, data entry and validation plan, enumerator's manual)
1.1.3. Establish an IA Steering Committee, involving relevant Government ministries and departments that will be IA data users
1.1.4. Design the data analysis and assessment process
1.1.5. Organise discussion workshops with the IA Steering Committee on the IA methodology (data collection, analysis and assessment)
1.1.6. Logistical organisation of the first round of IA (data collection, entry and processing)
1.1.7. Training of survey staff for first round of IA
1.1.8. Field pre-tests of IA questionnaires (IA methodology, enumerator's manual, questionnaires)
1.1.9. IA first round data collection (to co-ordinate with round 2 of HIES)
1.1.10. IA first round data entry and processing
1.1.11. Participation of technical staff at workshops on living conditions survey analysis and assessment, including pro-poor policy analysis
1.1.12. IA first round data analysis and report writing by PD staff and UNDP experts
1.1.13. Organise a technical discussion workshop on the IA first round preliminary results

1.1.14. Logistical organisation of the second round of IA
1.1.15. Training of survey staff for IA second round
1.1.16. IA second round data collection
1.1.17. IA second round data entry, processing, analysis, assessment and report writing (as in first round)
1.1.18. In-depth thematic analysis and assessment of 2-round data by PD staff and UNDP experts
1.1.19. Selection, calculation and analysis of composite indices of well being <sup>3</sup>
1.1.20. Draft and finalize the IA reports by PD staff and UNDP experts

Output 2: Management Information System on household living conditions and poverty established and utilised by the relevant policy and decision makers

ACTIVITIES
1.2.1 Design a Management Information System (MIS) for managing and accessing the data of the IA
1.2.2 Workshop to present the proposed MIS to the IA Steering Committee (data users) and to discuss it with computer specialists from the Ministry of National Planning and Economic Development, other ministries and departments, and UNDP
1.2.3 Set up the physical environment required to run the MIS
1.2.4 Implementation of a management Information System (MIS) for managing and accessing the data of the IA
1.2.5 Workshop to present the MIS and discuss operational guidelines to PD staff, other staff from Government ministries and departments and UNDP staff
1.2.6 Setting up and managing an on-line debugging service on the MIS system

Output 3: Consensus reached and awareness raised on the main results of the household living conditions assessment and priority areas

ACTIVITIES
1.3.1. Organise dissemination/discussion workshops on the qualitative study results
1.3.2. Organise dissemination/discussion workshops with IA Steering Committee on IA first round results, lessons learnt and implications for second round
1.3.3. Organise national and regional dissemination/ discussion seminars on IA final results

<sup>3</sup> Indicators of the level of income per person and of economic growth, including calculation of Purchasing Power Parity (PPP) measures and rural/urban CPI, Indicators of the major macroeconomic balances, Indicators of level of and access to physical capital, Indicators of level of and access to human capital, Indicators of level of institutional capital, Indicators of level of and access to financial capital, Indicators of vulnerability, Macro-indicators of population well-being, including Human Development Indicators (HDI) and LDC indicators

## 2.5 Risks

The major risks involve:

- The State/Division and Township authorities may not support for data collection in the field and dissemination of results. This constraint will be mitigated by having the PD as the national counterpart agency;
- Consensus on results of the assessment may be difficult to arrive at with so many actors involved in the IA and when findings are inconclusive. Consensus will be sought on the major findings and further smaller studies may be launched to gather additional information in inconclusive areas;
- The passive participation of staff from other ministries and departments may cause delays. The PD as national counterpart agency will help keep project activities on schedule as they have the experience and authority to coordinate across different relevant Government institutions.

## Part III. Management Arrangements

### 3.1 Implementing Arrangements<sup>4</sup>

The executing agency for this project will be UNOPS. It will be responsible for subcontracting the technical activities to a qualified firm and for management of financial resources in a timely and professional manner. As executing agency, UNOPS will facilitate and oversee implementation of project activities in close relationship with the PD, UNDP and the firm, which will be referred to as the International Technical Agency.

The executing agency will subcontract an International Technical Agency (ITA)<sup>5</sup> to help carry out the project activities. The ITA will be responsible for providing the technical assistance in a timely and professional manner, including proposals for assessment methodologies and MIS, training, support missions, virtual and on-site backstopping, participation in analyses and report writing, etc.

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<sup>4</sup> The terms «National Implementing Agency» and «National Project Director» are to be used in the context of the UNDP Governing Council and Executive Board mandate restrictions currently governing UNDP activities in Myanmar.

<sup>5</sup> The UNDP will provide general guidance to the ITA in terms of matters of special importance to the Government and the UNDP.

The Planning Department (PD) of the Ministry of National Planning and Economic Development in Myanmar will be the «National Implementing Agency» of the project. The PD is the logical national counterpart for this project for several reasons:

- It is part of the Ministry of National Planning and Economic Development which has a cross-sectoral mandate and which is the national focal point for national poverty reduction planning;
- It is the national authority to co-ordinate and formulate medium and short-term annual plans. As such it contributes to and co-operates regularly with all relevant line ministries;
- Its staff is composed of trained and experienced economist-statisticians with experience in preparation and monitoring of national plans and data collection at the national, regional and household levels;
- It has staff at national, regional and township levels;
- It is responsible for providing macro and regional social and economic data and analysis to the policy makers to formulate medium and short-term plans as well as national and regional economic policies;
- It has data processing facilities and professionals, who are capable of managing and maintaining the M I S.

The PD is responsible for preparing and monitoring national plans, both medium-term and short-term. The PD is also responsible for reporting macroeconomic performance and socio-economic conditions of the people, region-wise, to the Head of State and Cabinet. As the focal point of the national policy process, the PD is mandated to analyse and monitor peoples' living conditions and to formulate and oversee national and regional poverty reduction policies. It also collects a number of routine administrative data to calculate various indicators of population well being which are reported to policy makers for planning and policy formulation. At the central level, the PD has a number of units, which compile and co-ordinate social and economic plan targets and achievements with all the ministries. At the regional level, planners are responsible for collecting regional data and feeding them to the State/Division authorities for formulation of regional economic policies. The PD also plays an important role in the preparation of balance of payments and capital budget of the Government.

An IA Technical Unit (TU) will be established to carry out activities according to the work plan. The TU will report both the PD and UNDP. It will be staffed with Myanmar specialists with a background in social sciences, in particular economics, statistics and computer science as well as with experience in living conditions surveys (see job descriptions in Appendix IV). It is expected that these experts will work mainly with the PD staff to complement and co-ordinate for smooth and timely implementation of project activities. There will be a National Project Director from the PD who will liaise with the Technical Unit and UNDP to carry out day-to-day project activities. He/she will work together with a Myanmar TU technical adviser

(senior economist) supported by UNDP funds on project matters. The latter will help on substantive technical issues as well as facilitate institutional linkages.

### 3.2 Co-ordination Arrangements

A consultative mechanism (IA Steering Committee) will be established to ensure that the data needs of all major poverty-related sectors and their corresponding institutions are duly considered for the IA survey questionnaire. The Steering Committee will be consulted during all major phases of the project. Other secondary data users and development partners will also be consulted as appropriate. Members of the committee will be the relevant departments, agencies, organizations, etc. of the Government (e.g. Central Statistical Organization, Ministry of Health, Ministry of Education, Ministry of Agriculture and Irrigation, States and Divisions Representatives, etc.) that are concerned with poverty-related planning and statistics. As a partner with the Government in the IA, UNDP will be a full member in the Steering Committee. Other relevant UN agencies such as UNICEF, UNFPA, etc. will be invited to the special meetings of the Steering Committee as and when required. They will also be invited to the seminars, workshops, meetings, etc. organized under output 3.

This Steering Committee will involve not only Central level representatives from various relevant Ministries, but also key State/Division representatives, in particular from planning departments of relevant ministries. This will -

- provide a better understanding of regional specificities;
- foster participation and ownership of the results for better implication of local authorities in the design and implementation of programmes aiming at improving living conditions and reducing poverty.

The Steering Committee will consult with other development partners in the country at appropriate times to benefit from their experience and to better articulate aid programmes with the poverty reduction priorities of the country.

Data for the IA (both qualitative and quantitative) will be collected by staff from the PD and other relevant organizations. The analyses of the data and report writings will be jointly done by staff of the PD and UNDP experts. UNDP will have access to the data collected, compiled and maintained. Detailed sector-specific analysis will be delegated to the relevant Government agencies with the assistance of UNDP experts.

The Terms of Reference of the Inter-ministerial Steering Committee of the Integrated Household Living Conditions Assessment (IA) will include:

- making sure major data needs of main data users are covered;



- benefiting from the practical experience of various ministries in conducting surveys;
- helping provide in-depth analysis of results, based on the knowledge and experience of various ministries;
- contribute to a better dissemination and use of IA results for policy and programme design;

The MIS for the data from the household living conditions assessment will be established and maintained by the PD with the technical assistance from UNDP, who will also have access to the MIS.

### 3.3 Project Review, Reporting & Evaluation

Monitoring and evaluation will be undertaken systematically in accordance with UNDP M&E guidelines to ensure the quality of project implementation, efficiency of the implementers and effectiveness of the project outputs. More specifically:

- Quarterly progress reports based on UNDP's results-based management system will be prepared by the TU and ITA;
- Quarterly financial reports will be prepared by TU, ITA and UNOPS;
- Annual progress reports will be prepared by ITA and UNOPS.

The project will be subject to review meetings to be held among UNDP and Government counterparts on a monthly basis and annual review meetings among UNDP, Government, UNOPS, and the ITA.

The PD and the UNDP will jointly analyse the data on household living conditions. The reports will be prepared jointly by the PD and UNDP.

A mid-term evaluation of the project will be conducted.

### Part IV: Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Agreement of the United Nations Development Programme signed between the Government and UNDP on 17 September 1987.

The following types of revisions may be made to this Project Document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the Project Document have no objections to the proposed changes:

- a) Revisions in, or addition of, any of the annexes of the project document (with the exception of the Legal Context).
- b) Revisions, which do not involve significant changes in immediate objectives, outputs or activities of a project but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation.
- c) Mandatory annual revisions, which rephrase the delivery of agreed project inputs, or increased expert or other costs due to inflation, or take into account agency expenditures flexibility.

## **Part V: Inputs and Budgets**

### **5.1 Inputs**

UNDP will provide technical assistance of US\$1.7 million for this project. Major budget items are:

- 1) Setting up and supporting the TU including:
  - 1 senior economist acting as the TU technical advisor;
  - 2 economists-statisticians
  - 1 computer specialist
  - 1 administrative assistant
  - unidentified national consultants.
- 2) Data processing equipment<sup>6</sup>
- 3) Data collection costs (completion of qualitative study and quantitative study)
- 4) Data analysis costs (IA 2 rounds and composite indices of well being)
- 5) Design and implementation of a MIS.

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<sup>6</sup> As per standard UNDP policy all project equipment remains the property of UNDP until such time as UNDP decides on its disposal at the end of the project.

## 5.2 Budget

The total budget (including AOS) required is US\$1,700,000 (see Annex III).

Personnel:	US\$ 258,929
Subcontract:	898,456
Training:	82,060
Equipment:	381,615
Misc.:	78,940
Total:	1,700,000

## **Annexes**

- I. Project Results and Resources Framework**
- II. Work plan**
- III. Project Budget Covering UNDP Contribution in US\$**
- IV. Job descriptions for professionals**
- V. Activities for the qualitative study**

## PROJECT RESULTS AND RESOURCES FRAMEWORK

Intended Outcome: To improve well-informed, pro-poor decision making in order to improve living conditions for the poor		
Outcome indicator: Living conditions assessment		
Strategic Area of Support: Promote pro-poor macro-economic and sector policies and national anti-poverty plans that are adequately financed		
Partnership Strategy: Co-ordination among relevant UN and government agencies		
Project Title and number: Integrated Household Living Conditions Assessment - MYA/01/005		
Intended Outputs	Output Targets for (years)	Inputs
1. Integrated survey on living conditions in Myanmar conducted and quantitative indicators measured and analyzed		Project Personnel total 79,838 IA data collection 272,280 Qualitative Survey-Data Analysis 23,100 IA data analysis/Report 153,230 Thematic analysis/report 152,790 Meso macro analysis/report 106,178 Participation int. workshops 73,260 Dissemination workshops 4,400 Equipment 361,815 Miscellaneous 44,569
	Indicative Activities	
	1.1.1. Selection of household (micro) living conditions assessment and poverty profile indicators using results from qualitative studies (poverty profile indicators, living conditions and poverty characterisation indicators, household poverty dynamics indicators, vulnerability indicators, household inequality indicators)	
	1.1.2. Design of the methodology for the IA (sampling plan, questionnaires, analysis plan, data tabulation plan, data entry and validation plan, enumerator's manual)	
	1.1.3. Establish an IA Steering Committee	
	1.1.4. Design the data analysis and assessment process	
	1.1.5. Organise discussion workshops with the IA Steering Committee on the IA methodology (data collection, analysis and assessment)	
	1.1.6. Logistical organisation of the first round of IA (data collection, entry and processing)	
	1.1.7. Training of survey staff for first round of IA	

	<p>1.1.8. Field pre-tests of IA questionnaires (IA methodology, enumerator's manual, questionnaires)</p> <p>1.1.9. IA first round data collection (to coincide with round 2 of HIES)</p> <p>1.1.10. IA first round data entry and processing</p> <p>1.1.11. Participation of technical staff at workshops on living conditions survey analysis and assessment, including pro-poor policy analysis</p> <p>1.1.12. IA first round data analysis and report writing by PD staff and UNDP experts</p> <p>1.1.13. Organise a technical discussion workshop on the IA first round preliminary results</p> <p>1.1.14. Logistical organisation of the second round of IA</p> <p>1.1.15. Training of survey staff for IA second round</p> <p>1.1.16. IA second round data collection</p> <p>1.1.17. IA second round data entry, processing, analysis, assessment and report writing (as in first round)</p> <p>1.1.18. In-depth thematic analysis and assessment of 2-round data by PD staff and UNDP experts</p> <p>1.1.19. Selection, calculation and analysis of composite indices of well being</p> <p>1.1.20. Draft and finalize the IA reports by PD staff and UNDP experts</p>	
	Total for Output 1	1,271,460

<p>2. Management Information System (MIS) on household living conditions established and utilized by the relevant users</p>	<p>1.2.1. Design a Management Information System (MIS) for managing and accessing the data of the IA</p> <p>1.2.2. Workshop to present the proposed MIS to the IA Steering Committee (data users) and to discuss it with computer specialists from the Ministry of National Planning and Economic Development, other ministries and departments, and UNDP</p> <p>1.2.3. Set up the physical environment required to run the MIS</p> <p>1.2.4. Implementation of a management Information System (MIS) for managing and accessing the data of the IA</p> <p>1.2.5. Workshop to present the MIS and discuss operational guidelines to PD staff, other staff from Government ministries and departments and UNDP staff</p> <p>1.2.6. Setting up and managing an on-line debugging service on the MIS system</p>	<p>Admin. Support 24,684 National Consultants 50,820 Monitoring 11,000 MIS 190,878 Equipment 15,400 Miscellaneous 30,279</p>
<p>Total for Output 2</p>		<p>309,729</p>

3. Consensus reached at the technical level on the main results of the household living conditions assessment and priority areas		<p>1.3.1. Organise dissemination/discussion workshops on the qualitative study results</p> <p>1.3.2. Organise dissemination/discussion workshops with IA Steering Committee on IA first round results, lessons learnt and implications for second round</p> <p>1.3.3. Organise national and regional dissemination/discussion seminars on IA final results</p>	<p>Project Personnel 24,684</p> <p>Monitoring/Evaluation 51,645</p> <p>Mission Costs 29,590</p> <p>Dissemination Workshops 4,400</p> <p>Equipment 4,400</p> <p>Miscellaneous 4,092</p>
		Total for Output 3	118,811
		Budget Total	1,700,000



PROJECT RESULTS AND RESOURCES FRAMEWORK - ANNUAL INPUT-OUTPUT BUDGET

ANNUAL OUTPUT TARGET

Year 1 - 2002

OUTPUT 1

Integrated survey on living conditions in Myanmar conducted and quantitative indicators measured and analyzed

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET LINE	BUDGET
1.1.1. Selection of household (micro) living conditions assessment and poverty profile indicators using results from qualitative studies (poverty profile indicators, living conditions and poverty characterisation indicators, household poverty dynamics indicators, vulnerability indicators, household inequality indicators)	Project Personnel total	019	79,838
1.1.2. Design of the methodology for the IA (sampling plan, questionnaires, analysis plan, data tabulation plan, data entry and validation plan, enumerator's manual)	IA data collection	21.01	272,280
1.1.3. Establish an IA Steering Committee	Qualitative Survey-Data Analysis	21.02	23,100
1.1.4. Design the data analysis and assessment process	IA data analysis/Report	21.03	153,230
1.1.5. Organize discussion workshops with the IA Steering Committee on the IA methodology (data collection, analysis and assessment)	Thematic analysis/report	21.04	152,790
1.1.6. Logistical organisation of the first round of IA (data collection, entry and processing)	Meso macro analysis/report	21.05	106,178
1.1.7. Training of survey staff for first round of IA	Participation international workshops	32.01	73,260
1.1.8. Field pre-tests of IA questionnaires (IA methodology, enumerator's manual, questionnaires)	Dissemination workshops	32.02	4,400
1.1.9. IA first round data collection (to coincide with round 2 of HIES)	Equipment	049	361,815
1.1.10. IA first round data entry and processing	Miscellaneous	059	44,569
1.1.11. Participation of technical staff at workshops on living conditions survey analysis and assessment, including pro-poor policy analysis			
1.1.12. IA first round data analysis and report writing by PD staff and UNDP experts			

<p>1.1.13. Organise a technical discussion workshop on the IA first round preliminary results</p> <p>1.1.14. Logistical organisation of the second round of IA</p> <p>1.1.15. Training of survey staff for IA second round</p> <p>1.1.16. BA second round data collection</p> <p>1.1.17. IA second round data entry, processing analysis, assessment and report writing (as in first round)</p> <p>1.1.18. In-depth thematic analysis and assessment of 2-round data by PD staff and UNDP experts</p> <p>1.1.19. Selection, calculation and analysis of composite indices of well being</p> <p>1.1.20. Draft and finalize the IA reports by PD staff and UNDP experts</p>		1,271,460
Total for Output 1		

### OUTPUT 2

Management Information System (MIS) on household living conditions established and utilized by the relevant users

AGENCY DESCRIPTION	INPUTS DESCRIPTION	BUDGET
1.2.1. Design a Management Information System (MIS) for managing and accessing the data of the IA	Admin. Support	1399
1.2.2. Workshop to present the proposed MIS to the IA Steering Committee (data users) and to discuss it with computer specialists from the Ministry of National Planning and Economic Development, other ministries and departments, and UNDP	National Consultants	1799
1.2.3. Set up the physical environment required to run the MIS	Monitoring	1501
1.2.4. Implementation of a management Information System (MIS) for managing and accessing the data of the IA	MIS	2106
1.2.5. Workshop to present the MIS and discuss operational guidelines to PD staff, other staff from Government ministries and departments and UNDP staff	Equipment	049
1.2.6. Setting up and managing an on-line debugging service on the MIS system	Miscellaneous	059
Total for Output 2		309,729

**OUTPUT 3**

Consensus reached at the technical level on the main results of the household living conditions assessment and priority areas

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGETLINE	BUDGET
1.3.1. Organise dissemination/discussion workshops on the qualitative study results	Project Personnel total	019	24,684
1.3.2. Organise dissemination/discussion workshops with IA Steering Committee on IA first round results, lessons learnt and implications for second round	Monitoring/Evaluation	1502	51,645
1.3.3. Organise national and regional dissemination/discussion seminars on IA final results	Mission Costs	1602	29,590
Total for Output 3	Dissemination Workshops	3202	4,400
Budget Total	Equipment	049	4,400
	Miscellaneous	059	4,092
			118,811
			1,700,000

Work plan of activities related to Output 1  
 Measurement of quantitative indicators of household living conditions  
 11/1/19

Activities	2002												2003												2004		
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
	1.1.1. Selection of household living conditions indicators																										
1.1.2. Design of the methodology for the IA(sampling plan, questionnaires, analysis plan, data tabulation plan, data entry and validation plan, enumerator's manual)																											
1.1.3. Establishment of an IA Steering Committee involving PD and other relevant Government ministries and departments that will be IA data users																											
1.1.4. Organisation and animation of a discussion workshop with the IA Steering Committee on the IA methodology																											
1.1.5. Logistical organisation of the first round of IA (data entry and processing)																											
1.1.6. Training of survey staff for first round of IA																											
1.1.7. Field pre-tests of IA questionnaires (IA methodology, enumerator's manual, questionnaires)																											
1.1.8. IA first round data collection																											
1.1.9. IA first round data entry and processing																											
1.1.10. Participation of staff to international workshops on living conditions survey analysis																											
1.1.11. IA first round data analysis and report writing by PD staff and UNDP experts																											
1.1.12. Organisation and animation of a technical discussion workshop on the IA first round preliminary results																											
1.1.13. Logistical organisation of the second round of IA																											
1.1.14. Training of survey staff for IA second round																											
1.1.15. IA second round data collection																											
1.1.16. IA second round data analysis and reports writing																											
1.1.17. In-depth thematic analysis of 2-round data																											
1.1.18. Selection, calculation and analysis of meso and macro indicators of living conditions																											





Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1  
 Executing Agency: UNOPS - UNDP Office for Project Services

SBLN	Description	Implementing	Funding	Total	2002	2003	2004
<b>010.</b>	<b>PERSONNEL</b>						
<b>013.</b>	<b>Administrative Support</b>	UNOPS					
013.01	Project Assistant		Net Amount W/M	10,560 24.0	3,520 8.0	5,280 12.0	1,760 4.0
			Total	10,560	3,520	5,280	1,760
013.02	Drivers	UNOPS	Net Amount W/M	9,504 48.0	3,168 16.0	4,752 24.0	1,584 8.0
			Total	9,504	3,168	4,752	1,584
013.03	Temporary Assistants	UNOPS	Net Amount Total	2,640 2,640	880 880	1,320 1,320	440 440
<b>013.99</b>	<b>Line Total</b>		Net Amount W/M Total	22,704 72.0 22,704	7,568 24.0 7,568	11,352 36.0 11,352	3,784 12.0 3,784
<b>015.</b>	<b>Monitoring and Evaluation</b>						
015.01	Monitoring	UNOPS	Net Amount Total	22,000 22,000	8,800 8,800	11,000 11,000	2,200 2,200
015.02	Midterm evaluation	UNOPS	Net Amount Total	51,645 51,645	51,645 51,645	51,645 51,645	2,200 2,200
<b>015.99</b>	<b>Line Total</b>		Net Amount Total	73,645 73,645	8,800 8,800	62,645 62,645	2,200 2,200
<b>016.</b>	<b>Mission Costs</b>						
016.01	Mission Costs	UNOPS	Net Amount Total	59,180 59,180	29,590 29,590	29,590 29,590	
<b>016.99</b>	<b>Line Total</b>		Net Amount Total	59,180 59,180	29,590 29,590	29,590 29,590	
<b>017.</b>	<b>National Consultants</b>						
017.01	Senior economist - statistician	UNOPS	Net Amount W/M Total	23,760 24.0 23,760	7,920 8.0 7,920	11,880 12.0 11,880	3,960 4.0 3,960
017.02	Economist - statistician	UNOPS	Net Amount W/M Total	33,440 44.0 33,440	10,560 16.0 10,560	15,840 24.0 15,840	7,040 4.0 7,040
017.03	Computer Specialist	UNOPS	Net Amount W/M Total	13,200 24.0 13,200	4,400 8.0 4,400	6,600 12.0 6,600	2,200 4.0 2,200

Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1  
 Executing Agency: UNOPS - UNDP Office for Project Services

SBLN	Description	Implementing	Funding	Total	2002	2003	2004
017.03	Computer Specialist	UNOPS		13,200	4,400	6,600	2,200
017.04	National Consultants	UNOPS		33,000	11,000	16,500	5,500
				33,000	11,000	16,500	5,500
<b>017.99</b>	<b>Line Total</b>			103,400	33,880	50,820	18,700
				92.0	32.0	48.0	12.0
				103,400	33,880	50,820	18,700
<b>019.</b>	<b>PROJECT PERSONNEL TOTAL</b>			258,929	79,838	154,407	24,684
				164.0	56.0	84.0	24.0
				258,929	79,838	154,407	24,684
<b>020.</b>	<b>CONTRACTS</b>						
<b>021.</b>	<b>Contract A</b>						
021.01	IA data collection	UNOPS		272,280	137,500	134,780	
				272,280	137,500	134,780	
021.02	Qualitative Survey-data analysis	UNOPS		23,100	23,100		
				23,100	23,100		
021.03	IA data analysis/report	UNOPS		153,230	76,615	76,615	
				153,230	76,615	76,615	
021.04	Thematic analysis/report writing	UNOPS		152,790	76,395	76,395	
				152,790	76,395	76,395	
021.05	Meso macro analysis/report writing	UNOPS		106,178	52,883	53,295	
				106,178	52,883	53,295	
021.06	MIS	UNOPS		190,878	154,330	36,548	
				190,878	154,330	36,548	
<b>021.99</b>	<b>Line Total</b>			898,456	520,823	377,633	
				898,456	520,823	377,633	
<b>029.</b>	<b>SUBCONTRACTS TOTAL</b>			898,456	520,823	377,633	
				898,456	520,823	377,633	
<b>030.</b>	<b>TRAINING</b>						



Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1  
 Executing Agency: UNOPS - UNDP Office for Project Services

SBLN	Description	Implementing	Funding	Total	2002	2003	2004
<b>032.</b>	<b>Other Training</b>						
032.01	Participation in Int. workshops	UNOPS	Net Amount	73,260	36,630	36,630	
			Total	73,260	36,630	36,630	
032.02	Dissemination workshops	UNOPS	Net Amount	8,800	4,400	4,400	
			Total	8,800	4,400	4,400	
<b>032.99</b>	<b>Line Total</b>		Net Amount	82,060	41,030	41,030	
			Total	82,060	41,030	41,030	
<b>039.</b>	<b>TRAINING TOTAL</b>		Net Amount	82,060	41,030	41,030	
			Total	82,060	41,030	41,030	
<b>040.</b>	<b>EQUIPMENT</b>						
<b>045.</b>	<b>Equipment</b>						
045.01	Office equipment (including MIS)	UNOPS	Net Amount	55,000	55,000		
			Total	55,000	55,000		
045.02	Vehicles	UNOPS	Net Amount	77,000	77,000		
			Total	77,000	77,000		
045.03	Data Processing	UNOPS	Net Amount	223,215	223,215		
			Total	223,215	223,215		
045.04	Operations and Maintenance	UNOPS	Net Amount	26,400	6,600	15,400	4,400
			Total	26,400	6,600	15,400	4,400
<b>045.99</b>	<b>Line Total</b>		Net Amount	381,615	361,815	15,400	4,400
			Total	381,615	361,815	15,400	4,400
<b>049.</b>	<b>EQUIPMENT TOTAL</b>		Net Amount	381,615	361,815	15,400	4,400
			Total	381,615	361,815	15,400	4,400
<b>050.</b>	<b>MISCELLANEOUS</b>						
<b>053.</b>	<b>Sundries</b>						
053.01	Sundries	UNOPS	Net Amount	78,940	44,569	30,279	4,092
			Total	78,940	44,569	30,279	4,092
<b>053.99</b>	<b>Line Total</b>		Net Amount	78,940	44,569	30,279	4,092
			Total	78,940	44,569	30,279	4,092

**Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1**  
**Executing Agency: UNOPS - UNDP Office for Project Services**

**MYA/01/005 - Integrated Assessment**  
**Budget "A"**

SBLN	Description	Implementing	Funding	Total	2002	2003	2004
059.	MISCELLANEOUS TOTAL			78,940	44,569	30,279	4,092
		Net Amount		78,940	44,569	30,279	4,092
		Total					
099.	BUDGET TOTAL			1,700,000	1,048,075	618,749	33,176
		Net Amount		1,700,000	1,048,075	618,749	33,176
		W/M		164.0	56.0	84.0	24.0
		Total		1,700,000	1,048,075	618,749	33,176

Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1  
Executing Agency: UNOPS - UNDP Office for Project Services

SBLN	Donor	Funding	Total	2002	2003	2004
999.	NET CONTRIBUTION					
	Net Contrib.		1,700,000	1,048,075	618,749	33,176
	Total		1,700,000	1,048,075	618,749	33,176

**Job description**

NAME OF POSITION: IA Technical Unit Technical Adviser (Senior Economist)  
DURATION OF ASSIGNMENT: 2 years  
DUTY STATION: Yangon

**Responsibilities:** Within the framework of UNDP policies and procedures for the Human Development Initiative (HDI) in Myanmar, the IA Technical Unit Technical Adviser is responsible for overseeing project activities to ensure their smooth implementation as stipulated in the project document. He/she is responsible for coordination among the National Implementing Agency (Director General and National Project Director), UNDP, UN Executing Agency and International Technical Agency. His/her specific responsibilities will include:

- To organize all activities related to the implementation of the IA project according to work plan.
- To recruit and supervise all TU staff according to the Project document and UNDP procedures
- To mobilize / procure all equipment and inputs required for the IA and supervise their use according to the Project document and UNDP procedures
- To supervise financial expenses as indicated in the Project document and UNDP procedures
- To report regularly to PD DG and UNDP
- To report on a periodic basis to the IA Steering Committee on the state of progress of the project
- To provide technical advice and training to the TU staff
- To participate in data collection, analysis and report writing related to IA project activities
- To entertain good working relationships with other departments and development partners interested in IA project activities

**Qualifications**

- Graduate training in economics and statistics
- 10 year minimum experience in household surveys / assessments
- Management abilities
- Leadership
- Sharp analytical and communication skills
- Good writing skills
- Highly organized

## Job description

NAME OF POSITION: IA Technical Unit Economist / Statistician

DURATION OF ASSIGNMENT: 2 years

DUTY STATION: Yangon

**Responsibilities:** Within the framework of UNDP policies and procedures for the Human Development Initiative (HDI) in Myanmar, the IA Technical Unit Economist/Statistician is responsible for assisting the IA Technical Unit Technical Adviser in carrying out the overall project activities that are specifically related to the economics, statistics and surveys. His/her specific responsibilities will include:

- To provide technical advice and training to the IA data collection, data entry and processing staff
- To participate actively in report writing
- To help the TU Technical Adviser to organize workshops
- To participate actively in discussions and decision-making on the IA methodology and results
- To report regularly to the TU Technical Adviser

### Qualifications

- Graduate training in economics and statistics
- 5 year minimum experience in household surveys
- Skills in economic analysis
- Skills in statistics
- Computer literacy, in particular mastering of major statistical packages
- Communication skills
- Sharp analytical skills
- Good writing skills

## Job description

NAME OF POSITION: IA Technical Unit Computer Specialist

DURATION OF ASSIGNMENT: Maximum two years

DUTY STATION: Yangon

**Responsibilities:** Within the framework of UNDP policies and procedures for the Human Development Initiative (HDI) in Myanmar, the IA Technical Unit Computer Specialist is responsible for assisting the IA Technical Unit Technical Adviser in carrying out the overall project activities that are specifically related to the computer hardware and software. His/her specific responsibilities will include:

- To select, set up, maintain, debug and troubleshoot the computer component of the project
- To supervise various activities related to IA data management (data entry and validation, data processing, data analysis, data storage, data access)
- To provide technical advice and training to the IA data entry, processing and computer staff
- To help design, implement and ensure maintenance of the Management Information System set up as part of the IA project
- To document computer and data management procedures related to IA activities
- To help the TU Technical Adviser organize workshops
- To participate actively in the design of IA methodologies
- To report regularly to the TU Technical Adviser

### Qualifications

- Graduate training in computer science and statistics
- 5 year minimum experience in household surveys
- Skills in computer hardware and software related to survey and data base management
- Skills in statistics
- Skills in IT (intranet and internet)
- Communication skills
- Sharp analytical skills
- Good writing skills
- Highly organized

## Activities for the qualitative study

ACTIVITIES
1.1.1. Preparation of the methodology of the qualitative study on population perceptions on living conditions
1.1.2. Organise technical discussion workshop on the qualitative study methodology and field pre-tests
1.1.3. Focus Group data collection
1.1.4. Focus group data analysis and report writing by PD staff and UNDP experts
1.1.5. Design of images representing well-being dimensions
1.1.6. Organise technical discussion workshop on Focus Group results and well-being dimensions and revision of Weighted Individual Vote (WIV) method and field pre-tests
1.1.7. WIV data collection
1.1.8. WIV data analysis and report writing by PD staff and UNDP experts
1.1.9. Organise technical discussion workshop on WIV survey results

## MYA/01/005: Integrated Household Living Conditions Assessment

### Project Work Plan

In order to facilitate smooth and effective implementation of HDI-IV projects of which this project is one, the Foreign Economic Relations Department (FERD) and UNDP agreed (on 20 September 2002) on the need to define detailed working relationships and arrangements to be followed or observed by relevant parties in the implementation of the project Work Plan.

At the operational level, on day-to-day matters, the *Agency Project Manager (APM)* from the UN executing agency will work in close consultation with the *Programme Manager (PM)* concerned from the UNDP Country Office as well as the *National Project Director (NPD)* from the national counterpart agency. In this context, the *NPD* is responsible for keeping the Director General of the national counterpart department fully apprised on project related matters. The draft Terms of Reference (TOR) for the *NPD* are attached to this document as annex (A).

Within the framework of the signed project document and in the context of the above:

- ◆ The *APM*, *NPD* and the *PM* will collaborate in the preparation and revision of work plans and project budgets as and when required, and will be responsible for obtaining timely clearance of these documents by their agencies concerned;
- ◆ The *APM*, *NPD* and the *PM* will agree upon and undertake joint field monitoring visits as appropriate and necessary, and will review and comment upon project progress reports and technical reports promptly;
- ◆ The *NPD* will be the focal point and the primary communication channel for liaising/coordinating with other national agencies (e.g., Immigration, Customs, etc.) as well as with regional and local administrative bodies for obtaining necessary visa, clearances and permits, and including the preparation and dissemination of project status reports as required by national authorities, in order to ensure timely and effective implementation of planned project activities;
- ◆ The *NPD* will participate in project evaluation exercises which may be organized from time to time;
- ◆ The *NPD* will participate in the review of candidatures for project staff positions, as well as on the appraisal of sub-contract proposals submitted by local and international NGOs to undertake project activities;
- ◆ UNDP confirms that a National Project Director (*NPD*) from the Planning Department should be appointed once the project is approved;
- ◆ The Project shall consult with the Director-General of Planning Department and/or the Director-General of the Central Statistical Organization (CSO) in the establishment and functioning of the Management Information System (MIS);
- ◆ The UNDP, the Executing Agency and the International Technical Agency shall consult with the Director-General of the Planning Department or the Director-General of the CSO for sharing data, information, results or findings collected or generated by the Project to others;



The above working relationships and arrangements will be reviewed and revised, through discussion and mutual agreement between the concerned parties, as necessary or during the preparation of the next annual project Work Plan.

TERMS OF REFERENCE (Draft)

**TITLE OF POSITION:** National Project Director (NPD)

**NATURE OF ASSIGNMENT:** To be selected and assigned by the government cooperating agency .

**DUTY STATION:** Yangon

**RESPONSIBILITIES:** Within the framework of MYA/01/ ..... project document, and under the guidance of the Director General of ..... Department, the National Project Director (NPD) closely collaborates with Agency Project Manager (APM) of the Executing Agency and Programme Manager (PM) of UNDP to facilitate the overall planning, implementation and monitoring of the project. His/her specific responsibilities include:

1. To participate/collaborate in the preparation and revision of project annual work plans and project budgets;
2. To participate in the review and selection of candidatures of project staff positions at all levels, as well as project sub-contracts;
3. To participate in project launching and co-ordinating meetings at Yangon and the project sites;
4. To take active role in liaising/coordinating (including in the preparation and dissemination of project status reports as required by national and regional authorities) with the offices of related Central/State and Division/Township line departments, and other local administrative bodies to enable the project efficiently and effectively implement the workplans prepared;
5. To review and give comments on the project progress/technical reports;
6. To participate in joint monitoring field visits with APM, PM and others to observe project activities at respective project sites; and
7. To participate in the project evaluation exercises.

**QUALIFICATIONS:** The National Project Director should have proven experience in planning and monitoring UN/internationally assisted community development projects and should also possess good communication skills.

**NOTE :** The project will support the NPD to successfully carry out the above project-related responsibilities.