



## INDIVIDUAL CONTRACTOR PROCUREMENT NOTICE

Reference: UNODC/IC/003/2025

Date: 18 April 2025

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**Agency:** UNODC Myanmar Country Office

**Programme:** Alternative Development (AD) Programme

**Description of the assignment:** The UNODC Myanmar Country Office is looking for Individual Contractor to conduct in-depth assessment on gender dynamics and socio-economic constraints for women affected by opium poppy cultivation

**Duty Station:** Home Base and Field Visit as required

**Period of assignment/services:** 45 Working Days between May and July 2025

**Proposal should be submitted by email to [nangkyiky.aye@un.org](mailto:nangkyiky.aye@un.org) not later than 02 May 2025**

**For the applications submitted by email, total file size (combined with the attachments) must be limited to a maximum of 5 MB and virus-free. Emails with attachments which exceed the above-mentioned file size will be rejected due to file size limitation of the email system.**

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### 1. BACKGROUND

The United Nations Office on Drugs and Crime (UNODC) has been implementing its Alternative Development (AD) program in Hopong and Loilem townships, Southern Shan State, Myanmar, since 2014 which adopts a territorial approach that integrates social and environmental considerations to strengthen the licit economy. However, recent natural disasters and security challenges linked to opium poppy cultivation have exacerbated socio-economic vulnerabilities, particularly among women.

Women in these communities face distinct challenges, including livelihood loss, displacement, restricted access to resources, and limited participation in decision-making. To address these issues, UNODC has proposed a pilot project targeting villages affected by security challenges and population displacement. The initiative aims to support economic recovery while fostering resilience and stability.

Recognizing the unique socio-economic barriers faced by women in opium cultivation areas, the project will focus on establishing and strengthening women groups to enhance their capacities and promote sustainable alternative livelihoods. Understanding gender-specific constraints is crucial for designing effective, evidence-based interventions. To this end, UNODC seeks to engage a contractor to conduct an in-depth assessment of gender dynamics and socio-economic barriers in the affected communities. The findings will inform future programming and contribute to the development of inclusive, gender-responsive strategies.

### 2. SCOPE OF WORK

The individual contractor for Alternative Development Programme will support the UNODC Alternative Development Programme under the overall guidance and supervision of Gender Equality and Women Empowerment Specialist. The incumbent will be responsible for 1. **Desk Review:** Conduct a desk review of existing literature, reports, and data related to gender dynamics, socio-economic vulnerabilities, and the impact of environmental and security challenges on women in the target communities.

**2. Stakeholder Consultations:** Engage key stakeholders, including local women’s groups, community leaders and representatives of local authority to gather qualitative insights. **3. Field Assessment:** Conduct interviews, focus group discussions, and surveys with women and other relevant stakeholders to collect primary data.

**4. Data Analysis:** Analyze gender-specific constraints to accessing resources, economic opportunities, decision-making processes, and social protection mechanisms **5. Report Preparation:** Develop a comprehensive assessment report detailing findings, key challenges, and recommendations for gender-responsive interventions that promote sustainable livelihoods, social inclusion, and resilience among women in affected areas. **6. Presentation of Findings:** Present findings to relevant stakeholders for validation and discussion.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

<b>Education:</b>	<ul style="list-style-type: none"> <li>Advanced university degree (Master’s degree or equivalent) in Gender Studies, Sociology, Development Studies, Economics, or a related field.</li> <li>A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>A minimum of five years’ experience in gender analysis, socio-economic assessments, and research.</li> <li>Proven experience in conducting qualitative and quantitative research, particularly in rural and marginalized communities.</li> <li>Strong understanding of gender dynamics in agricultural livelihoods and rural economies.</li> <li>Experience working with government institutions, NGOs, and local communities.</li> <li>Excellent analytical, writing, and presentation skills.</li> <li>Strong communication skills; able to explain complex concepts clearly and understandable manner.</li> </ul>
<b>Language Requirements</b>	Fluency in English and Myanmar in both speaking and writing is mandatory. Local Language such as Shan and Pa-O is an advantage.

### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

<p>Contract Duration: May to July 2025</p> <p>Duty Station: Home Base and Field Visit as required</p>
<p><b>Note:</b> <i>It is understood that the Individual Contractor will not hold UNODC responsible for any unforeseen or untoward incident throughout the duration of the consultancy. It is recommended that the consultant secure his/her own insurance coverage for the duration of the consultancy.</i></p>

### 5. OUTPUTS & DELIVERABLES

The following elements are expected to be delivered by the consultant,

- **Inception Report** (within two weeks of contract signing) outlining methodology, work plan, and data collection tools.
- **Draft Assessment Report** with preliminary findings and analysis.
- **Final Assessment Report** incorporating feedback from stakeholders.
- **Presentation of Findings** to relevant stakeholders in a validation workshop.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Indicators to evaluate the incumbent's performance are:

- Quality of the documents produced
- Technical competence
- Timeliness of delivery

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

An interested individual consultant must submit the following documents/information to demonstrate his/her qualifications:

1. **Proposal** explaining why you are the most suitable for the work.
2. **Financial proposal:** Refer to Annex I.
3. **P.11<sup>1</sup>** and personal CV including past experience in similar assignments and the name and contact details of 3 references.

## 8. FINANCIAL PROPOSAL

### Daily fee

The financial proposal shall specify a daily fee. Payments are based upon output, i.e. upon delivery of the services specified in TOR. The TOR specifies the timeline for each assignment i.e number of working days available for the completion of each deliverable.

### Travel

Travel costs should be included in the financial proposal.

## 9. EVALUATION

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

<sup>1</sup> UNODC P.11 Form can be downloaded from

<http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html>

**FINANCIAL PROPOSAL**

**A. Breakdown of Cost by Components:**

<b>Cost Components</b>	<b>Unit Cost (per day)</b>	<b>Quantity (Working days)</b>	<b>Total Rate for the Contract Duration</b>
1. Professional Fee			
Others (pls. specify)			
<b>TOTAL</b>			

**Proposed by:**

**Name:**

**Signature:**

**Date:**





### Terms of Reference

<b>Title:</b>	Individual Contractor to conduct in-depth assessment on gender dynamics and socio-economic constraints for women affected by opium poppy cultivation
<b>Organizational Section/Unit:</b>	UNODC, Alternative Development (AD) Programme
<b>Name and title Supervisor:</b>	Gender Equality and Women Empowerment Specialist
<b>Duty Station or home-based:</b>	Home-Based and Field Visit as required
<b>Proposed period:</b>	Between May and July 2025
<b>Actual work time:</b>	45 working days between May and July 2025

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#### 1. Situational Statement and Background of the assignment

The United Nations Office on Drugs and Crime (UNODC) has been implementing its Alternative Development (AD) program in Hopong and Loilem townships, Southern Shan State, Myanmar, since 2014 which adopts a territorial approach that integrates social and environmental considerations to strengthen the licit economy. However, recent natural disasters and security challenges linked to opium poppy cultivation have exacerbated socio-economic vulnerabilities, particularly among women.

Women in these communities face distinct challenges, including livelihood loss, displacement, restricted access to resources, and limited participation in decision-making. To address these issues, UNODC has proposed a pilot project targeting villages affected by security challenges and population displacement. The initiative aims to support economic recovery while fostering resilience and stability.

Recognizing the unique socio-economic barriers faced by women in opium cultivation areas, the project will focus on establishing and strengthening women groups to enhance their capacities and promote sustainable alternative livelihoods. Understanding gender-specific constraints is crucial for designing effective, evidence-based interventions. To this end, UNODC seeks to engage a contractor to conduct an in-depth assessment of gender dynamics and socio-economic barriers in the affected communities. The findings will inform future programming and contribute to the development of inclusive, gender-responsive strategies.

#### 2. Purpose of the assignment:

The primary objective is to assess the gender dynamics and socio-economic constraints faced by women in communities affected by opium poppy cultivation. Specifically, the contractor will:

- Analyze the local production systems to identify barriers limiting women's participation in agriculture and economic activities.
- Assess the gender division of labor and evaluate women's access to productive and financial resources.
- Assess community perceptions—both men and women—of poppy cultivation and its impact on their livelihoods.
- Investigate household and community power structures to determine the extent of women's inclusion in decision-making related to poppy cultivation.
- Identify women's interests in viable alternative income-generating activities, considering environmental factors, existing skills, and opportunities for skill development.
- Provide evidence-based recommendations for gender-responsive programs that support women in transitioning to sustainable alternative livelihoods.

### 3. Specific tasks to be performed by the contractor:

The contractor will undertake the following tasks:

- **Desk Review:** Conduct a desk review of existing literature, reports, and data related to gender dynamics, socio-economic vulnerabilities, and the impact of environmental and security challenges on women in the target communities.
- **Stakeholder Consultations:** Engage key stakeholders, including local women groups, community leaders and representatives of local authority to gather qualitative insights.
- **Field Assessment:** Conduct interviews, focus group discussions, and surveys with women and other relevant stakeholders to collect primary data.
- **Data Analysis:** Analyze gender-specific constraints to accessing resources, economic opportunities, decision-making processes, and social protection mechanisms.
- **Report Preparation:** Develop a comprehensive assessment report detailing findings, key challenges, and recommendations for gender-responsive interventions that promote sustainable livelihoods, social inclusion, and resilience among women in affected areas.
- **Presentation of Findings:** Present findings to relevant stakeholders for validation and discussion.

### 4. Expected tangible and measurable output(s)/deliverable(s):

The contractor is expected to deliver the following:

- **Inception Report** (within two weeks of contract signing) outlining methodology, work plan, and data collection tools.
- **Draft Assessment Report** with preliminary findings and analysis.
- **Final Assessment Report** incorporating feedback from stakeholders.
- **Presentation of Findings** to relevant stakeholders in a validation workshop.

### 5. Dates and details of deliverables/payments:

Deliverables	Outputs	Working Days	To be accomplished by (date)
Desk Review and stakeholder consultation <ul style="list-style-type: none"><li>- Review relevant literature and previous studies, reports</li><li>- Develop research methodology and data collection tools</li><li>- Work plan development and discussion with field team for conducting data collection</li></ul>	Meeting with UNODC team and inception report	15 Days	31 May 2025
Data collection and analysis <ul style="list-style-type: none"><li>- Conduct stakeholder consultations</li><li>- Conduct field research (KII interviews, focus groups, surveys)</li><li>- Data cleaning and preliminary analysis</li><li>- Data analysis and interpretation</li></ul>	Discussion with field team, detailed field data collection schedule with sampling strategy and field data collection	20 days	30 June 2025
Reporting and Presentation <ul style="list-style-type: none"><li>- Draft report preparation</li><li>- Submission of draft report and seeking feedbacks</li><li>- Incorporation of feedback and finalization of report</li><li>- Submission of final report</li><li>- Presentation of findings and recommendations</li></ul>	Final report and presentation (PPT) slides  Presentation of final findings and recommendations	10 Days	31 July 2025

Payments will be made upon satisfactory completion and/or submission of outputs/deliverables.

**Indicators to evaluate the contractor's performance**

- Output described in section 4) above has been achieved.
- Quality and timeliness of the delivery of the outputs described in section 5) above

<b>VI. Recruitment Qualifications</b>	
<b>Education:</b>	<ul style="list-style-type: none"><li>- Advanced university degree (Master's degree or equivalent) in Gender Studies, Sociology, Development Studies, Economics, or a related field.</li><li>- A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>- A minimum of five years experiences in gender analysis, socio-economic assessments, and research.</li><li>- Proven experience in conducting qualitative and quantitative research, particularly in rural and marginalized communities.</li><li>- Strong understanding of gender dynamics in agricultural livelihoods and rural economies.</li><li>- Experience working with government institutions, NGOs, and local communities.</li><li>- Excellent analytical, writing, and presentation skills.</li><li>- Strong communication skills; able to explain complex concepts clearly and understandable manner.</li></ul>
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