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Resilient nations.*

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/UNDP-MMR/PN/011

Date: 9 February 2017

Country:	Myanmar
Description of the assignment:	National Consultant for the Verification and assessment of NGO/CSO Capacity as Executing Entity in the UN-REDD Programme
Duty Station:	Yangon with travel to Nay Pyi Taw and Myitkyina
Period of assignment/services:	14 working days (1st March 2017 – 31st March, 2017)

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe, Yangon or by email to bids.mm@undp.org; no later than **Friday, 17 February 2017**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

BACKGROUND

Myanmar became a partner country of the UN-REDD Programme (Programme) in December 2011 and has quickly taken steps to start implementing REDD+ readiness activities. A REDD+ Readiness Roadmap was finalized in 2013, based on a multi-stakeholder dialogue and engagement process, with the participation of Government officials, civil society organizations, representatives from ethnic minorities, independent experts and international development practitioners under the overall leadership of the Ministry of Environmental Conservation and Forestry (MOECF), now the Ministry of Natural Resources and Environmental Conservation (MONREC). In 2015, Myanmar submitted a proposal to the UN-REDD Policy Board for a National Programme. The 15th meeting of the Policy Board, in November 2015, approved Myanmar's funding request.

Lessons from other countries in the region show that identifying when, how and which grassroots stakeholders are engaged in the overall national REDD+ process can assist to manage expectations, and sustain interest. In line with Phase 1: REDD+ Readiness, where Programme activities are primarily intended to support policy discourse in the development of a national REDD+ strategy, representations of the CSO and IP/EM constituencies are currently anticipated at the national level only. When Myanmar transitions to Phase 2: REDD+ Implementation or Piloting, it would have identified specific regions or sites to test various approaches to implement REDD+. It is only at this stage that CSO and IP/EM representations at



the local and regional levels will be more timely.

The project will be implemented through the engagement of NGOs/CSOs with demonstrated experience and capacity in the following areas:

- Legal, Policy and Advocacy,
- Capacity Building,
- Gender,
- Right Based Approach,
- Conflict management, mediation, dispute resolution,
- Developing information, education and communications (IEC) materials,
- Experiences on working directly with Community.
- An experience in Natural Resource Management is an advantage.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex-1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Terms of Reference

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual Consultant must submit the following documents/information to demonstrate their qualifications:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP; (Please see Template attached at Annex- 3)
- b) **Personal CV or P11**, indicating the past experience relevant to the assignment, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; (Please see Template attached at Annex- 4)
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how he/she will approach and complete the assignment;

Financial Proposal

**** Consultant/Contractor** whose assignment require travel and who are over 62 years of age are required, at their own expense, to undergo a full medical examination, including x-rays after they are selected.



5. FINANCIAL PROPOSAL

Fees

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Travels

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP will not accept travel costs exceeding those of an economy class ticket.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed. (Please see Template attached at Annex- 4)

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. The criterion for qualifications obtainable score: 100 points.

- Relevant education – 20 points
- Minimum 5 years of working experience – 20 points
- Experience in conducting capacity development and capacity assessment– 50 points
- Experiences in working with UN agencies and International Organizations – 10 points

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 -GENERAL CONDITIONS OF CONTRACT

ANNEX 3 - P 11 for ICs

ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT