



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/UNDP-MMR/PN/027

Date: 9 April 2017

---

|                                       |   |
|---------------------------------------|---|
| <b>Country:</b>                       | <b>Myanmar</b>                              |
| <b>Description of the assignment:</b> | <b>National Training Consultant (CBDRM)</b> |
| <b>Duty Station:</b>                  | <b>Yangon, Myanmar</b>                      |
| <b>Period of assignment/services:</b> | <b>15 working days</b>                      |

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmuk Road, Tamwe, Yangon or by email to [bids.mm@undp.org](mailto:bids.mm@undp.org); no later than **Friday, 21 April 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

UNDP is supporting the Relief and Resettlement Department (RRD) of the Ministry of Social Welfare, Relief and Resettlement (MSWRR) in strengthening legal, policy and institutional frameworks to address critical needs in disaster risk reduction, recovery and resilience building.

Through the Myanmar Consortium for Capacity Development on Disaster Management (MCCDDM), UNDP is working with the RRD and the newly established Disaster Management Training Center (DMTC) in Hinthada, Ayeyarwaddy Region to develop the sustainable disaster management capacity of stakeholders and beneficiaries through a range of partnerships. The goal of these partnerships is to increase safer and resilient communities in Myanmar. As part of the Consortium's capacity development programme, UNDP has supported the development of the following training courses:

- Basic Disaster Management Course
- Community-Based Disaster Risk Management Course
- Disaster Recovery Course

UNDP is now planning to conduct a 'training of trainers' program using the Community-Based Disaster Risk Management Course to increase the skills, knowledge and understanding of key stakeholders and beneficiaries in the areas of community-based disaster risk management. To this end, UNDP is seeking to engage the services of a national trainer to deliver the training



*Empowered lives.  
Resilient nations.*

programs to a cadre of future trainers selected from the Disaster Management Training Center as well as government staff identified by the Relief and Resettlement Department with the following objectives;

- To deliver the TOT training program to a group of selected future trainers at the Disaster Management Training Center
- To enhance the awareness, knowledge and understanding of a selected group of trainers to position them to take on the responsibility of delivering future training programs to their colleagues and other target beneficiaries
- To transfer training skills and methodologies to a select group of future trainers

## 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 of 5 years working experiences: 20 points
- Working experience in developing course, curriculum and training 20 points
- Experience in adapting participatory tools at community level : 20 points
- Previous experience in UNDP, UN, Red Cross or other international agencies: 20 points
- 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**