



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/PROC/UNDP-MMR/PN/030

Date 12 April 2017

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**Country** : MYANMAR  
**Description of the assignment** : International Consultant - Innovation Specialist for Women's Social and Economic Empowerment  
**Period of assignment/services** : 100 Working Days (May 2017 – September 2017)  
**Duty Station** : Yangon, Myanmar (with possible domestic travel)  
**Type of Contract** : International Consultant (Individual Contract)

Proposal should be submitted at <https://etendering.partneragencies.org> submit on no later than **26 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 response in written 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.

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### 1. Background

UNDP in Myanmar is implementing various initiatives for rural women's leadership and empowerment, gender equality, legal/rights awareness and advocacy, and addressing Gender Based Violence. Under UNDP's Local Governance programme's Output on civil society/civic engagement, a key civil society partner for these activities is May Doe Kabar National Network of Rural Women. With May Doe Kabar National Network, UNDP has co-designed the *iWomen-Inspiring Women* mobile application (*iWomen* app) as a platform for channeling multi-stakeholder, multi-dimensional support for these initiatives for rural women in Myanmar. (For further background information, please see [www.iwomenapp.org](http://www.iwomenapp.org) and this news feature about the National Network's formation at <http://www.channelnewsasia.com/tv/tvshows/aseannextgeneration/daw-cho-aye-myanmar/3451518.html#> ).

Both May Doe Kabar as a National Network, and the *iWomen* app as a co-designed project with the network, continue to develop and expand partnerships, member/user base and sustainability through participatory and human centered design processes. During 2017, UNDP will support continued innovation, capacity development, and strategic planning with these partners in the area of women's social and economic empowerment. Several technical consultants bringing together different areas of skills are required for UNDP to accomplish expected results with May Doe Kabar and *iWomen* app during 2017. These Terms of Reference refer to the International Consultant role of Innovation Specialist for Women's Economic Empowerment.

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

Please see TOR attached.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Please see TOR attached.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

### **1. Proposal:**

- (i) Letter of Confirmation of Interest and Availability
- (ii) Technical proposal clearly stating the profile and previous experience of the consultant, covering why the consultant is the most suitable for the work
- (iii) Provide the methodology on how the consultant will approach to completing the assignment

### **2. Financial proposal**

### **3. Personal CV including past experience in similar assignments carried out for other organizations and at least 3 references**

### **4. P - 11**

## **5. FINANCIAL PROPOSAL**

### **Fees**

The financial proposal shall specify the consultancy fees and all costs in relation to the scope of work of the consultancy.

### **Travel**

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 shall be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Financial proposal form is attached to Letter of Confirmation of Interest and Availability.

## **6. EVALUATION**

Individual consultants will be evaluated based on the following methodology.

### **Cumulative analysis**

*The award of the contract shall 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*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 70 points in the technical evaluation will be considered for the Financial Evaluation*

Applications will be scored as per the following breakdown:

10 points = education, 20 points = international development work experience (including Gender/Women's Empowerment, and UNDP/UN experience), 30 points = experience developing mobile apps or other innovations for development; 20 points = experience applying Human-Centered Design methodology; 20 points = Knowledge and contacts in relevant Myanmar CSOs/networks, donors, government departments. (Total 100 points.)

## **ANNEXES**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- GENERAL CONDITIONS OF CONTRACT**

**ANNEX 3- P-11 for ICs**

**ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal**