



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/PROC/UNDP-MMR/PN/057

Date 8 June 2017

Country : MYANMAR

Description of the assignment : National Consultant – Needs Survey and Feasibility Study

Period of assignment/services : 35 days (26 June – 31 July 2017)

Duty Station : Yangon (with travel to Nay Pyi Taw and states/regions)

Type of Contract : Individual Contract

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmawk Road, Tamwe, Yangon or by email to bids.mm@undp.org ; no later than **16 June 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.

1. Background

UNDP Myanmar's Improved Livelihoods and Social Cohesion Programme (Pillar 1, Output 5) aims to increased capacities of target communities and institutions for social cohesion, sustainable livelihoods, and improve opportunities for peace. In order to meet this aim, the Output targets ceasefire and high-poverty areas in Rakhine, Kachin, Kayah, Kayin, Shan, Chin and Mon; uses livelihoods as an entry-point to improve community social cohesion; supports capacities for social cohesion and peacebuilding of government, non-state actors (NSAs) and civil society organizations (CSOs); and facilitates early recovery coordination. The Programme has undertaken a number of strategic capacity-development and policy support activities aimed at improving the capacities of national stakeholders/institutions on social cohesion, conflict sensitivity and peacebuilding. UNDP has been in recent discussions with national counterpart institutions for replicating some of these capacity-development activities to the benefit of its academic and training institutions. Against this background, UNDP wishes to identify a senior national consultant, to join a 2-member team, to conduct a needs survey and feasibility study on the above.

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:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP; (Please see Template attached at Annex- 4)
- b) **Personal CV/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- 3)
- 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 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 methodology.

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.

Criteria		Points Obtainable
1	Advanced degree in social sciences or relevant field	5
2	At least 10 years of experience in development, peacebuilding, social cohesion or relevant field	20
3	Experience with adult education, capacity-development, teaching and training approaches	25
4	Direct involvement in research studies, including feasibility assessments	25
5	Experience working with government stakeholders. Prior experience working in a government institution is an advantage	25
Total		100

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