



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/PROC/UNDP-MMR/PN/080

Date: 9 August 2017

Country:	Myanmar
Description of the assignment:	International Consultant, Market Development Facility
Period of assignment:	340 working days (September 2017 to September 2019)
Duty Station:	Home-based with travel to Myanmar
Type of contract:	Framework Agreement (International Consultant)

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6, Natmauk Road, Tamwe Township, Yangon or submit by e-mail to bids.mm@undp.org no later than **20 August 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.

1. BACKGROUND

The United Nations Capital Development Fund (UNCDF) is the UN's capital investment agency for the world's 47 Least Developed Countries (LDCs). UNCDF uses its capital mandate to help LDCs pursue inclusive growth. UNCDF uses 'smart' Official Development Assistance (ODA) to unlock and leverage public and private domestic resources; it promotes financial inclusion, including through digital finance, as a key enabler of poverty reduction and inclusive growth; and it demonstrates how localizing finance outside the capital cities can accelerate growth in local economies, promote sustainable and climate resilient infrastructure development, and empower local communities. Using capital grants, loans, and credit enhancements, UNCDF tests financial models in inclusive finance and local development finance; 'de-risks' the local investment space; and proves concept, paving the way for larger and more risk-averse investors to come in and scale up.

The approval of the sustainable development goals will likely be accompanied by a new financing framework to be adopted at the next UN Financing for Development summit. This new framework faces a rapidly changing development finance landscape that is characterized by an increased diversity of: providers and sources such as DAC and non-DAC donors (e.g. India, China and Brazil), philanthropic foundations, high net-worth individuals, crowd-sourced donations, remittances and other private sector providers – such as the emerging impact investing industry; and, types of funding including traditional ODA, loans, risk mitigation, equity and blending instruments, as well as innovative financing mechanisms and the increasing use of ODA to leverage private finance including from domestic sources.

Against this backdrop, UNCDF/FIPA (Financial Inclusion Practice Area) provides seed capital and technical support through Inclusive Finance projects to ensure that more households and small business gain access to financial services that expand opportunities and reduce vulnerabilities. Its ability to provide risk capital directly to the private sector is helping bring new financial products to underserved and hard to reach markets and spurring innovations. Through flexible grant and loan

instruments, UNCDF supports a wide range of providers (e.g. FSPs, banks, cooperatives, money transfer companies, and mobile networks operators) and financial products and services (e.g. savings, credit, insurance, payment services, remittances).

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) Explaining why the consultant is the most suitable for the work
 - (iii) Provide the methodology on how the consultant will approach and conduct the work
2. Financial proposal
3. Personal CV including past experience in similar assignments carried out for other organizations and at least 3 references
4. P11

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

In the technical proposal equal amount of focus will be put on methodology, use of resources to achieve deliverables and the plan for implementation.

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