

Date: 7 Nov 2017

Ref: RFP No.3100002529

RE-ADVERTISEMENT

Sub: **Capacity Building Programme – Earthquake Risk Management.**

UN-Habitat Myanmar RFP No.3100002529 is hereby re-advertised with a request for submission of bids up to **12 November 2017 11:30 AM, Yangon Time.**

Please submit sealed bids to:

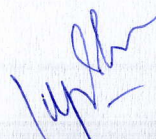
Kyaw Swar Soe
UN-Habitat Myanmar
No. 6, Natmauk Road, Tarmwe Township
Yangon, Myanmar
Tel: +95 01 544531, 545634, Ext 1116

Or by email to: kyawswar.soe@unhabitat.org.mm

Please send your queries (if any): kyawswar.soe@unhabitat.org.mm

Best regards.

Yours sincerely,



Kyaw Swar Soe
Manager Procurement & Logistics

Procurement <i>Cover Page</i>	
To:	From: Bijay Karmacharya
Attention:	Date: 20-Oct-2017 (Re-Advertisement until 12 Nov)
Fax: Email:	Fax: 951-544531, 545634

Total Number of Pages including this page: _____

Attached is Request for Proposal No.: 3100002529 and all related documentation. Please notify the United Nations immediately if any part of this Request for Proposal is missing and/or illegible at the above facsimile number. Please be advised that this facsimile number may be used only to send queries.

NOTICE OF CONFIDENTIALITY

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REQUEST FOR PROPOSAL

3100002529

SUBJECT: Capacity Building Programme for Regional/Local Government Officials and Stakeholders of Yangon, Myanmar on Earthquake Risk Management

1. The United Nations (UN) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above subject. Proposals are required to be received by the UN no later than **27-Oct-2017 at 12:00 PM (Yangon Time)** (the Closing Time).

2. This RFP consists of this letter, the subsequent instructions and the following annexes:

Annex A: Acknowledgement Letter

Annex B: Statement of Work/Requirement

Annex C: Special Instructions and Evaluation Criteria

Annex D: UN Entities Form

3. You are kindly requested to return the attached Annex A - Acknowledgement Letter, duly signed by an authorized representative of your company, to the UN via facsimile No. , Attention: Kyaw Swar Soe - Kyawswar.soe@unhabitat.org.mm (the Procurement Officer), who shall serve as a focal point of contact with regard to this RFP, no later than **27-Oct-2017 at 12:00 PM (Yangon Time)**. The Acknowledgement Letter should advise whether your company intends to submit a Proposal, and if not, indicate the reason. The UN may review the registration status of companies which fail to return the completed Acknowledgement Letter.

4. We look forward to your Proposal and thank you in advance for your interest in UN procurement opportunities.


Bijay Karmacharya, Country Programme Manager

Instructions for Submission of Proposals

General

1. The UN solicits Proposals in response to this RFP. Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP will be accepted unless approved in writing by the UN. However, whilst fully complying with the RFP requirements, Proposers are encouraged to provide any suggestions and solutions that may achieve a more cost-effective and value-for-money approach to fulfilling the requirements of this RFP.
2. Submission of a Proposal shall be deemed to constitute an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.
3. This RFP does not commit the UN to award a Contract or to issue a Purchase Order. Any Proposal submitted will be regarded as a proposal by the Proposer and not as an acceptance by the Proposer of any proposal by the UN.
4. The Proposer shall bear any and all costs and expenses related to the preparation and/or submission of a Proposal, regardless of whether its Proposal is selected or not.
5. Unless otherwise stated in this RFP, all times indicated in this RFP are Yangon Time.

Submission of a Proposal

6. Proposers are required to complete, sign and submit in the English language and in **ONE COPY**, the following documents:
 - 6.1. Technical Proposal.
 - 6.2. Financial Proposal.

The Proposal shall include information in sufficient scope and detail to allow the UN to consider whether your company has the necessary capability, experience, knowledge, expertise, licenses, financial strength and the required capacity to perform the work specified at a high professional level, as well as any attachments and/or appendices required hereunder.

7. The Financial Proposal and the Technical Proposal **MUST BE COMPLETELY SEPARATED** and each of them must be submitted in its own individual sealed envelope/package, clearly marked on the outside as either **TECHNICAL PROPOSAL** or **FINANCIAL PROPOSAL**, as appropriate. The information in Paragraph 8 below must be marked on the outside of each envelope/package. Any and all financial information must **ONLY** be included in the Financial Proposal. No Financial Proposal, quotes or any other related financial information should appear in the Technical Proposal. **Proposals which do not comply with these requirements may be rejected.**

8. **IMPORTANT: Your Financial Proposal and Technical Proposal must be submitted in two separate sealed envelopes/packages, clearly marked and addressed as follows:**

**United Nations Human Settlements Programme
(UN-HABITAT)**
Attn: Tender Opening Committee/ Bid Opening Unit
Natmauk Road, Tamwe Township, 6, Yangon, 11211,
Myanmar
Tel : 951-542910-9 EXT-116

RFP Number: 3100002529

Closing Date & Time: 27-Oct-2017 12:00 PM (Yangon Time)

1. TECHNICAL PROPOSAL

Name of the Proposer:

and

**United Nations Human Settlements Programme
(UN-HABITAT)**
Attn: Tender Opening Committee/ Bid Opening Unit
Natmauk Road, Tamwe Township, 6, Yangon, 11211,
Myanmar
Tel : 951-542910-9 EXT-116

RFP Number: 3100002529

Closing Date & Time: 27-Oct-2017 12:00 PM (Yangon Time)

2. FINANCIAL PROPOSAL

Name of the Proposer:

9. Please note that submissions by fax will be rejected.
10. Alternatively, you may submit your Proposal via email to the UN dedicated email address (Kyawswar.soe@unhabitat.org.mm) **N/A** prior to the Closing Time.
11. Please note that submissions by e-tendering will be rejected.
12. The UN does not assume any responsibility for any missing and/or illegible pages of Proposals, and this may result in rejection of your Proposal. The phone number in paragraph 8 should not be used for queries concerning this RFP, but only for facilitating receipt of Proposals delivered by hand or by courier. **Only submission means and addresses indicated above can be used. Submission by any other means, or to any other address, will be rejected. Vendors who submit (a copy of) the Proposal directly to the Procurement Officer (by fax, electronically or by any other means) will be disqualified.**

Closing Time

13. It is the responsibility of the Proposer to ensure that the sealed envelopes/packages containing the Proposal reach the above mentioned address before the Closing Time so that it is time stamped and acceptable for opening. Proposals must be delivered to the above mentioned address during UN working hours from 8:30AM to

5PM, Monday through Friday. Except for the UN Holidays. Delivery to any other UN office location will be at the risk of the Proposer and may not meet the Closing Time. Written proof of receipt will not be given by UN staff unless a Postal/Courier service receipt or other form of receipt is presented for signature by the UN. Proposals received after the Closing Time will be rejected and therefore not considered or evaluated, except in exceptional circumstances.

Clarifications

14. For clarifications regarding this RFP, you are requested to contact the Procurement Officer, exclusively in writing, via e-mail: Kyawswar.soe@unhabitat.org.mm or at facsimile: **951-544531, 545634** no later than **27-Oct-2017 at 12:00 AM (Yangon Time)**.

No communication, written or verbal, is allowed in connection with this RFP, with any UN staff members other than Procurement Officers. Queries received after the above deadline may not be considered.

15. In order to maintain transparency, all Proposers' requests for clarifications and UN responses will be recorded and circulated to all Proposers, without indicating the source of the request.

Validity of Proposals

16. Your Proposal shall be irrevocable and remain valid for acceptance for at least **90** calendar days, commencing on the Closing Time.
17. If deemed necessary by the UN, Proposers may be requested to extend the validity of their Proposals for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Proposer, the Proposer will not be permitted to otherwise modify or consequently withdraw its Proposal, and will be required to extend the validity period of the Bid Security, if so required in this RFP.

Withdrawal and Modification of Proposals

18. Proposals may be modified or withdrawn in writing, at any time prior to the Closing Time. Modification and/or any other complementary information shall be submitted in writing and in a sealed envelope, marked and labeled as provided in Paragraph 8 above, before the Closing Time.
19. Proposals may not be modified or withdrawn after the Closing Time. If a Proposal is modified or withdrawn by the Proposer after the Closing Time, the UN shall be entitled, without prejudice to any other remedies available to the UN, to draw on the Bid Security, if required in this RFP. In addition, the Proposer's registration status as a UN Vendor may be subject to review by the UN Vendor Review Committee and may be grounds to suspend or remove the Proposer from the UN vendor roster.

Public Opening

20. A public opening of Proposals will take place on **28-Oct-2017 at 03:00 PM (Yangon Time)** in the Bid Room of Natmauk Road, Tamwe Township, 6, Yangon, 11211, Myanmar. The purpose of the public opening is to record the names of Proposers who submitted Proposals by the Closing Time. Only Technical Proposals will be opened to record the Proposers' name. Financial Proposals will not be opened at the public opening. Proposers submitting Proposals are welcome to send one representative to observe the recording of the Proposal opening.

Rejection of Proposal

21. The UN reserves the right to reject a Proposal if it does not adhere to the RFP instructions.
22. The UN will provide the Proposers, upon written request, with the reasons for their Proposal rejection.

Evaluation Criteria

23. The evaluation criteria are detailed in Annex C.

Selection Process

24. The UN reserves the right, at its sole discretion, to:
- 24.1. Award separate or multiple contracts for same or different elements covered by this RFP in any combination it may deem appropriate, or only a portion of the requirements. If the Proposal is submitted on an "all or none"

basis, it should be clearly stated as such.

24.2. Reject any or all Proposals received in response to this RFP and negotiate with any of the Proposers in any manner deemed to be in the best interest of the UN.

24.3. Add new considerations, information or requirements at any stage of the process.

25. In exceptional situations, the UN may cancel this RFP by a written notification to Proposers.

Notice of Award

26. The selected Proposer(s) will be notified in writing that the UN is considering an award of contract. The contract award shall be subject to both parties mutually agreeing to the contract terms and conditions. No legal obligation exists until the contract is finalized and signed by both parties, or the issuance of a Purchase Order (PO) by the UN.

27. Unsuccessful Proposers will be notified in writing. The UN has the right to retain unsuccessful Proposals.

28. Unsuccessful Proposers having questions about the name of selected Proposer(s) and contract(s) value are invited to consult the Awards webpage on the UNPD website at <https://www.un.org/Depts/ptd/>. Please note that Proposers participating in eligible RFPs have the option to request a post award debriefing. For more details on the process and eligibility, please visit our website <https://www.un.org/Depts/ptd/debrief-challenges>.

29. Any Contract or Purchase Order entered into with the successful Proposer will be subject to the UN General Conditions of Contract (UNGCC). You will find the link to the UNGCC at https://www.un.org/Depts/ptd/pdf/general_condition_services.pdf. A Draft Form of Contract may also be included in this RFP. By submitting a Proposal, the Proposer confirms that it has accessed, read, understood, agreed and accepted the UNGCC and the Draft Form of Contract, if applicable and if provided herein. Notwithstanding the foregoing, inconsequential changes to the UNGCC and/or Draft Form of Contract may be proposed, and considered at the UN's sole discretion during the evaluation of Proposals. Note that non-acceptance of the UNGCC and/or Draft Form of Contract may therefore lead to the rejection of your Proposal, if not rescinded.

Commercial Instructions

Payment Terms

30. The standard UN terms of payment are net 30 calendar days following satisfactory delivery of goods, performance of services and submission of an invoice, whichever is later. Payment for any goods or services by the UN shall not be deemed an acceptance of the goods or services. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this RFP.

31. The UN policy is to preclude advance payments or payment by Letters of Credit. Such provisions in a Proposal will be prejudicial to its evaluation by the UN.

Currency

32. Prices may be quoted in a currency other than the US Dollar. However, for the purposes of commercial evaluation and comparison of all Financial Proposals, the UN will convert the currency quoted in the Financial Proposal to US Dollar, in accordance with the prevailing UN Operational Rate of Exchange at the Closing Time.

33. The Contract/Purchase Order awarded to the selected Proposer, Proposer's invoices and the UN payments, will be made in the currency as originally quoted by the Proposer in its Financial Proposal.

Price

34. The offered price should be all inclusive. If your price excludes certain fees and/or charges, you must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees. Unless otherwise provided in this RFP, the contract shall be concluded on a Firm Fixed Price basis, and shall not be subject to any adjustment, including the actual cost incurred by the Proposer in performing the contract or any market price

change.

GSA Clause (for USA vendors only)

35. The UN is officially eligible, under the United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Proposal must specify whether or not items quoted by the Proposer are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

Bid Security

36. Not Applicable

Performance Security

37. Not Applicable

Liquidated Damages

38. Not Applicable

Miscellaneous

39. Proposers may find the UN Procurement Manual and the UN Financial Rules and Regulations, which are applied to this RFP, at <https://www.un.org/Depts/ptd/pdf/pm.pdf>.
40. If so requested, the Contractor shall furnish to the UN, within 5 business days of the UN's request, an electronic copy of the applicable price list(s) including item identification references, which shall serve as a catalogue of goods and/or services that can be ordered by the UN.
41. **Vendor registration and update of information:** Only vendors registered with the UN Secretariat in the United Nations Global Marketplace (UNGM) can participate in this solicitation. Vendors must be registered at the appropriate level in UNGM in order to be considered for award. In the event that a vendor fails to achieve the required registration level by the time the UN is ready to make an award, the UN reserves the right to award an alternative vendor. Vendors are responsible to ascertain their registration level at <http://www.ungm.org> and, if in doubt, contact the UN Secretariat at register@un.org. For UNGM account-related issues, please contact: registry@ungm.org. Vendors are responsible for keeping their information up-to-date in UNGM. More information can be found at <https://www.un.org/Depts/ptd/vendor-registration>.
42. **Code of Conduct.** By submitting a Proposal, the Proposer confirms that it has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Proposers should refer to the UN Supplier Code of Conduct for further information at https://www.un.org/Depts/ptd/pdf/conduct_english.pdf.
43. The procurement of goods and/or services by the United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.

Confidentiality

44. Unless otherwise indicated by the UN, the UN will consider and treat the Proposals received as confidential and commercially proprietary.
45. This RFP is confidential and proprietary to the UN, contains privileged information, part of which may be copyrighted, and is communicated to and received by Proposers on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of the UN; except that the Proposer may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining proposals from them. The Proposer shall remain responsible towards the UN for any act or omission of such prospective sub-contractor, including breach of confidentiality obligation.
46. The confidentiality obligations hereof shall survive the expiration of this RFP, and shall be binding to all the

Proposers who received the RFP, regardless of whether or not they submit a Proposal and/or are awarded a resulting contract.

UN Entities

47. The selected Proposer may be required to make the benefits of any contract(s) resulting from this solicitation available to other UN Entities, subject to the UN Entities and the successful Proposer signing of the "Form for Participation in the Contract by the UN Entity" included in such contract(s). The list of UN Entities eligible to place orders can be found at https://www.un.org/Depts/ptd/pdf/un_entities.pdf.

Independent Price Determination

48. Consistent with the UN Supplier Code of Conduct, by submitting a Proposal, the Proposer certifies that:
- 1) the prices offered in the Proposal have been arrived at independently, without any consultation, communication, or agreement in any manner that would result in restriction of competition with any other Proposer or competitor relating to (a) those prices, (b) the intention to submit a Proposal, and/or (c) the methods or factors used to calculate the prices offered;
 - 2) the prices in the Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before the UN issues an award under this solicitation; and
 - 3) no attempt has been made or will be made by the Proposer to induce any other entity to submit or not to submit a Proposal for the purpose of restricting competition.

Failure to comply with the above Independent Price Determination provisions shall result in the rejection of the Proposal(s). In addition, the UN reserves the right to exercise any other rights and remedies available to it.

IMPORTANT: In order for your company to remain in good standing as a registered vendor, you must return a completed copy of this acknowledgement letter even if you do not intend to submit a Proposal/Bid at this time.

ANNEX A
ACKNOWLEDGEMENT LETTER

SUBJECT: Capacity Building Programme for Regional/Local Government Officials and Stakeholders of Yangon, Myanmar on Earthquake Risk Management

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. **3100002529** and hereby confirm that we:

☐ INTEND ☐ DO NOT INTEND

to submit a Proposal/Bid to the UN by the deadline date of **27-Oct-2017 at 12:00 PM (Yangon Time)** and that, if we submit a Proposal/Bid, we:

☐ INTEND ☐ DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure.

NOTE: Due to the current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.

We acknowledge that this RFP is confidential and proprietary to the United Nations, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the United Nations.

Name & Title of Authorized Representative: _____

Signature: _____

Company Name and Address : _____

Telephone No.: _____ Email: _____

If you do not intend to submit a bid to the United Nations, please indicate the reason:

☐ We do not have the capacity to submit a bid at this time.

☐ We cannot meet the technical requirement for this RFP.

☐ We do not think we can make a competitive offer at this time.

☐ Others: (Please specify: _____)

Kindly return this Acknowledgement Letter immediately via email, to Natmauk Road, Tamwe Township, 6, Yangon, 11211, Myanmar Tel: 951-542910-9 EXT-116. Attention: Kyaw Swar Soe

ANNEX-B

**Capacity Building Programme for Regional/Local Government Officials and
Stakeholders of Yangon, Myanmar on Earthquake Risk Management**

STATEMENT OF WORK & SPECIFIC REQUIREMENTS

1. Background

Myanmar lies in one of the two main earthquake belts of the world with a complex seismo-tectonic process. At least nineteen earthquakes of Magnitude, $M_s > 7$ have occurred in the region and historical records demonstrate that destructive earthquakes have occurred throughout the region (Wang Yu, 2014). The Sagaing fault is the most prominent active fault in Myanmar which extends from north of Lake Indawgyi, southward along the Ayeyarwaddy River, north of Mandalay and along the eastern margin of the BagoYoma to the Andaman Sea. Myanmar has experienced several earthquakes of various magnitudes in the past resulting in a large number of deaths and severe property damage. As per the Probabilistic Seismic Hazard Maps of Myanmar (MGS, 2012), many regions and urban centres of Myanmar fall in the category of moderate to destructive seismic zone.

In 1930, Magnitude 7.0 earthquake struck Bago region which caused extensive damage and killed around 500 people and in particular around 50 in Yangon city alone (with a population of 0.4 million). While Myanmar has also experienced destructive earthquake in the past, recent earthquakes in Tarlay Earthquake (2011), Thabeikkyin Earthquake (2012) and Chauk earthquake in Bagan (2016) alarmed the government authorities to prepare themselves for earthquake risk in the region. The urban areas have experienced very rapid population growth during the last decade due to economic factors and accesses to various services. Currently Yangon city has a population of more than 5 Million and currently undergoing rapid transformation, and when we compare the city of Yangon in 1930 and present day, there have been substantial changes in population, building types, economic activities etc. and any earthquake in near future will have significant impacts.

Earthquake risk is not understood well among government stakeholders in a longer run and current preparedness and capacity to deal with the risk is very low in the country. It is important to enhance the capacity of government officials at both regional and local level on earthquake risk management so that officials can take initiative of preparation of city level action plan and contingency plan for earthquake.

2. Capacity Building Program on Earthquake Risk Management

Myanmar has established the National Disaster Management Training Centre (DMTC) in Hinthada, Ayeyarwady region in 2015. Several basic level courses on disaster risk management has been rolled out by the Relief and Resettlement Department (RRD) since then. UN-Habitat led Myanmar Consortium for Capacity Development in Disaster Management (MCCDDM) also supported government in developing and delivering course on basic disaster management, community based DRM, DRR and CCA, camp coordination and coordination,

Early warning system etc. but currently there is no hazard specific course approved by RRD.

All major cities of Myanmar lie on Sagaing fault and any future earthquake can bring enormous damage to these cities which also contribute to a large percentage of national GDP. It is essential to strengthen the capacity of disaster management officials and other city and regional government officials on earthquake risk management. It is proposed to develop 5 days training course on Earthquake Risk Management (ERM) by expert agencies highlighting the earthquake basics, case studies from other countries/cities having similar challenges and development of local level action planning and contingency plan.

UN-Habitat aim to assist government department in enhancing their knowledge on earthquake risk and strengthening their capacity to deal with earthquake risk issues both for mitigation and response. Ensuring the safety of Yangon city will foster the sustainable development growth and prosperity of the society without a major setback due to unfortunate earthquake in future. Government of Myanmar also aims to adopt this course in future in DMTC with necessary correction/modification.

3. Scope of the Work

UN-Habitat is looking for the services of a competent expert disaster management/ earthquake risk management consultancy Firm/non-profit organization to develop 5 days training course on earthquake risk management and conduct 1 training in Yangon for 40 participants.

PROJECT NAME: Capacity Building Programme for Regional/Local Government Officials and Stakeholders of Yangon, Myanmar on Earthquake Risk Management

The scope of the work includes:

- Design the training pedagogy and training schedule with brief details of the outline of topics of training
- Develop training manual on the proposed training for the participant
- Develop the training content which includes power point presentations, any handouts, and case studies to be distributed to implement the training.
- Prepare the training material and share it with UN-Habitat to get it reviewed and update accordingly.
- Include the content on both good examples from other countries / cities having similar challenges like Myanmar and also use Myanmar data for developing case studies/examples
- Prepare the training evaluation form to get the feedback of training and incorporate the comments to finally submit the training manual and presentations to UN-Habitat.
- Conduct the training for 40 government officials in Yangon with at least 2 resource persons (expertise of earthquake risk management, earthquake engineering, contingency/city level action planning etc.) on a mutually agreed date with UN-Habitat
- Submit final version of training manual and presentation after incorporating feedbacks from UN-Habitat and training participants along

A. Deliverables:

1. Training module design and training schedule (Topics covered in training with brief description)
2. Training Manual for Participants
3. Power point presentation of all topics to be covered in training
4. Training Evaluation Form
5. 1 Training Delivery in Yangon for 40 government officials and training report

Note: Training Delivery cost related to venue, printing of training material, food, logistic arrangement for participants will be separately borne by UN-Habitat. Selection of participants and invitation will also be managed by UN-Habitat.

Task/Deliverable	Time frame
A. 1. Training module design and training schedule (Topics covered in training with brief description)	3 Days
A.2 Training Manual for Participants	20-days
A.3 Power point presentation of all topics to be covered in training	23 days
A.4 Training Evaluation Form	23 days
A.5 Training Delivery and training report	30 Days

4. Qualifications and experience

Expert disaster management/ earthquake risk management consultancy Firm/non-profit organization with proven track record of having expertise on earthquake risk management and experience of training course development and delivery

A minimum of 05 years of experience in developing and delivering capacity development program specifically on earthquake risk management

1. Proposed professional (at least 2 needed for training delivery) shall have at least 5 years of professional experience in the field of earthquake engineering, earthquake risk management or emergency management (CV of the key expert to be submitted)
2. Demonstrated similar experience in the past in developing countries
3. Demonstrated ability to develop quality capacity development program and training modules for government officials

5. Timeline:

All tasks are to be completed by 30 November, 2017. However contract can be extended based on the requirement.

6. Payment Schedule

The Consultant shall provide outputs within stipulated time. Payment shall be made 20% upon submission of draft A.1 Task delivery and balance 80% payment upon completion of the task and approval of the submitted deliverables.

7. Submission of Proposal:

Interested forms shall provide

1. Technical Proposal
2. Financial Proposal.

7.1 Technical Proposal shall be accompanied by a short proposal and supporting documents as attachments to evaluate the form according to the Technical Proposal Evaluation Criteria (specified below). **Forms that are qualified on the technical evaluations will only be considered for financial evaluation and selection on least cost basis.**

7.2 Financial Proposal:

The consulting form is expected to quote full cost quotation to complete the task within the stipulated time.

Financial Proposal shall be submitted in the specified templates provided below;

Financial Proposal

Financial Proposal Evaluation		Amounts in USD
Form 4		
Financial		
4.1	Financial Proposal Amount for all items complete	
Amount in words.		

The Financial Proposal shall be supported by the cost breakdown of the work on the template provided below. **“Financial proposal Breakdown”**.

Financial Proposal Break down

SN	Item	Quantity	Unit Cost (USD)	Amount (USD)	Total (USD)
	International Travel Cost (2 experts)	1 two-way flight			
	Experts input Field	05 days			
	Experts input home based for development of training	25 days			

	manual and presentations				
	Logistic support	LS			
	Any other cost (Miscellaneous)				
	Total				

Total Amount in Words: US Dollars:.....

.....

Note: Successful firm will be provided a service order for the task ALL COMPLETE for a quoted value.

ANNEX-C**Technical Evaluation Criteria**

Technical proposals will be scored using the following criteria:

- a) the organization's general reliability as well as experience and capacity in the specific field of the assignment 300/1000 points;

Technical Proposal Evaluation Form 1		Points obtainable
Organizational Capacity		
1.1	Experience in similar kinds of Consultancy Assignments (development and delivery of training module on earthquake risk issues for government officials)	
1.2	International experience of the firm in training and capacity development, If any.	
1.3	Organizational structure of the firm (Organogram)	
Total Form-1:		

- b) the approach in responding to the TOR and the detailed work plan 400/1000 points;

Technical Proposal Evaluation Form 2		Points Obtainable
Demonstrated Technical Capacity of the firm		
2.1	Capacity to deliver, evident from the quality of the submitted Technical Proposal/ Approach to the required work (A 2-4 page, Proposal is required)	
2.2	Provide copies of some previous examples of development of training module on earthquake vulnerability and risk issues for government officials	
2.3	Provide example of a tender document prepared by the company.	
2.4	Example of an international consultancy work, affiliation with a Myanmar based agency if any.	
Total Form-2:		

- c) the qualifications and competence of the personnel proposed for the assignment for a total of 300/1000 points

Technical Proposal Evaluation Form 3		Points obtainable
Personnel		
3.1	CV of the earthquake and emergency management experts who will be involved in preparation of training course	
3.2	CVs of the 2 experts for training delivery in Yangon as mentioned above in the scope of work	

CVs of proposed senior personnel are required with the submission along with other relevant material for evaluation according to the evaluation criteria.

The threshold of qualification on Technical Proposal is 75%. Firms which qualified the minimum Threshold requirement will be evaluated for financial Cost effectiveness. Lowest value bidder will be selected among the qualified companies.

A two-stage procedure is utilized in evaluating the proposals, with evaluation of technical proposal completed prior to qualify the firms/ consultancies. Final selection of the firm will be made on the basis of lowest value quotation, among the qualified companies.

ANNEX D
FORM FOR PARTICIPATION IN THE CONTRACT BY THE UN ENTITY

UNITED NATIONS LETTERHEAD

Date:

[Contractor] Attention:

*SUBJECT: Contract no. PD/C0xxx/xx between the United Nations and Vendor for the provision of
_____ for the United Nations and the UN Entities*

Dear []:

Please be advised that the undersigned (UN Entity Name) ("UN Entity") wishes to use the Contract No. **PD/C0XXX/XX** between VENDOR and the United Nations ("Customer") dated ..., and annexes and schedules thereto (the "Contract") to purchase directly from VENDOR the Goods and Services listed in the Contract for its internal use.

The undersigned UN Entity represents that it has reviewed the Contract, and agrees to the following:

Article 1. The UN Entity will abide by all of the terms and conditions of the Contract, including any amendments thereto as of the date of any purchase order submitted by the UN Entity.

Article 2. The UN Entity shall be responsible for obtaining and adhering to the terms of any amendments to the Contract executed by the Parties to the Contract.

Article 3. The undersigned UN Entity represents that the terms and conditions of the Contract including any subsequent amendments are binding and fully enforceable against such UN Entity as if it were an original Party to the Contract.

The undersigned represents that he/she is a duly authorized representative of UN Entity. If you have any questions, please feel free to contact the undersigned at tel. () _____ or email _____.

Very truly yours,
(UN Entity)

Agreed & Accepted:
[CONTRACTOR]

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____