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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/UNDP-MMR/PN/001

Date: 3 January 2018

Country:	Myanmar
Description of the assignment:	International Technical Specialist
Duty Station:	Home-based with travels to Myanmar
Period of assignment/services:	60 working days during January and December 2018

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe, Yangon or by email to bids.mm@undp.org; no later than **Friday, 12 January 2018**.

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 Myanmar has been implementing Global Environmental Facility (GEF) funded projects that support efforts in conservation and the sustainable use, access and benefits-sharing of natural resources, biodiversity and ecosystems in Myanmar. These projects also support the Government of Myanmar in establishing the legal and regulatory frameworks, policies and institutions required to ensure that these initiatives are developed and implemented in line with international conventions and legislation.

The Support to Produce the Sixth National Report to the Convention to Biological Diversity (Asia) Project was formulated with the participation of 66 countries from 5 regions (Africa, Central Asia, Arab States, Asia-Pacific and Latin America and the Caribbean). The objective of the project is "to provide financial support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, data driven sixth national reports (6NR) that will improve national decision-making processes for the implementation of national biodiversity strategies and action plans (NBSAPs). These reports detail the progress made towards achieving the Aichi Biodiversity Targets (ABTs) and inform both the 5th Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021-2030.

The project duration will be January 2018 to May 2019 and three components will be



implemented:

- i. Project inception meeting and identification of funding resources
- ii. Assessment of progress made towards each national target
- iii. Production and submission of the Sixth National Report

The Forest Department under the Ministry of Natural Resources and Environmental Conservation is the 'Executive Agency' responsible for leading this project on behalf of the Government of Myanmar.

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.

Technical Evaluation of Proposals:

All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

☒ Educational background: 10 points

- o Master's degree in natural resource management or relevant field highly desired

☒ Relevant Experience: 55 points

- o At least 7 years of relevant technical working experience in biodiversity conservation, natural resource management, or a related field
- o Relevant direct experience related to the technical scope of the project, particularly regarding multilateral conventions particularly the Convention on Biological Diversity, and experience regarding protected area management, climate change and biodiversity conservation;



- Experience in compiling and analysing data regarding biological diversity and national biodiversity targets and indicators and preparing NBSAP and National Report to CBD
- Working experience related to biodiversity in Myanmar is an asset

📄 English language skills: 5 points

- Excellent command of written and spoken English

▪ **Financial Evaluation of Proposals:**

- The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. [30 Points] x [USD lowest] / [USD other] = points for other proposer's fees
- The contract shall be awarded to the applicant who receives the highest cumulative score.

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**