



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/PROC/UNDP-MMR/PN/005

Date: 22 January 2018

Country : MYANMAR
Description of the assignment : Senior National Consultant – Senior Operations Adviser (SOA)
Period of assignment/services : 2 months, 1 February – 31 March 2018
Duty Station : Yangon (with travel to 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 **29 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 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

The Myanmar Joint Ceasefire Monitoring Committee (JMC) was established under the National Ceasefire Agreement (NCA) as the key instrument for implementing its security-related provisions and inter alia, creating the enabling environment for the peace process. In 2016, the JMC approved the set-up of a Technical Secretariat Center (TSC) - and corresponding secretariats at state and local levels - that would support the implementation of the national ceasefire in accordance with and in compliance to the agreements, Terms of Reference (ToRs) and Standard Operating Procedures (SoP) of the JMC.

In 2017, the JMC in partnership with UNDP established the JMC - Support Platform Project (JMC-SPP). The objective of the support platform is to provide coordinated, demand-driven and efficient support to the JMC towards the effective implementation of the NCA in Myanmar. The platform carries out the following functions: a) serves as a conduit to and provides fiduciary backstopping for external assistance to the JMC; and b) with this assistance, provides institutional and technical support to the JMC enabling it to fulfill its mandate. The JMC-SPP is set-up as a local project structure led by the international Chief Technical Advisor / Project Manager (CTA/PM), and administered by UNDP (Myanmar Office).

Against this background, UNDP wishes to identify a Senior National Consultant as Senior Operations Adviser (SOA), to work with closely with the CTA/PM and Project Management Unit (PMU) team, to support strategic planning, capacity development, and partnership building.

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%. Only candidates obtaining a minimum of 70 points from the technical evaluation will be considered for the financial evaluation. The criterion for qualifications obtainable score: 100 points.

Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field	20
7 years of relevant experience supporting peacebuilding in Myanmar	30
Strong technical knowledge of Myanmar peace process	20
Experience in capacity development and training approaches	30

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