



*Empowered lives.  
Resilient nations.*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/UNDP-MMR/PN/021

Date: 19 April 2018

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|---------------------------------------|---|
| <b>Country:</b>                       | <b>Myanmar</b>  |
| <b>Description of the assignment:</b> | <b>National Project Development Coordinator &amp; Translator</b>      |
| <b>Duty Station:</b>                  | <b>Home-based, with domestic travels to project areas as required</b> |
| <b>Period of assignment/services:</b> | <b>45 days</b>  |

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe, Yangon or by email to [bids.mm@undp.org](mailto:bids.mm@undp.org); no later than **17:00 PM, Thursday, 3 May 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.

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## BACKGROUND

Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status within the next seven years. Following the implementation of the first ever UNDP Country Programme during 2013-2017 and as a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, striving to deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country.

The UNDP Myanmar Sustainable and Inclusive Growth Team anchors UNDP's programme portfolio in these areas of sustainable and inclusive growth issues (including economic growth, environment, climate change and disaster risk reduction) and provides thought leadership on cross-cutting development issues in Myanmar, and globally, to ensure that UNDP's mandate of convening development partners in support of the national development agenda, informed by a commitment to the 2030 Agenda and the Sustainable Development Goals, is amplified by internal knowledge, research, and stand-out policy advice.

Given the importance of energy sector for the poverty reduction, and sustainable and inclusive growth in Myanmar, UNDP developed a project concept (PIF) "Myanmar Rural



Renewable Energy Development Programme” in collaboration with the Ministry of Agriculture, Livestock and Irrigation and in consultations with the relevant line ministries/departments. The PIF was submitted to Global Environmental Facility (GEF) and was approved by GEF secretariat.

A Project Preparation Grant (PPG) has been obtained to carry out necessary analyses and prepare a full-fledged project proposal. In order to ensure the results of the project preparation work, UNDP is seeking a National Project Development Coordinator to work as the GEF PPG Team Member to produce a project document along with a set of relevant evidence based analysis for submission to the GEF. The approved PIF is attached to build on and develop a fully formulated project proposal. The proposed project aims to contribute into the following outcome areas;

1. Effective implementation of supportive policies for enhanced renewable energy utilization in rural productive uses;
2. Strengthened market demand for affordable renewable energy technologies for rural livelihoods application;
3. Increased investments in rural renewable energy for productive uses and enterprise development

## 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.

### **Educational background: 10 points**

- Bachelor's degree or higher in a relevant field, such as public administration, management, development studies;

### **Relevant Experience: 55 points**



- Minimum 5 years of demonstrable experience in the area of development project support and management, and translation;
- Knowledge of GEF, UNDP policies, procedures and practices and working experience with international organizations or GEF funded projects is an asset;
- Demonstrated strategic technical and intellectual skills in the substantive area;
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Strong interpersonal and written and oral communication skills
- Computer proficiency, especially related to professional office software packages (Microsoft Office)

English language skills: 5 points

- Good English language skills with strong technical writing skills

**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**