



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/PROC/UNDP-MMR/PN/037

Date: May 14, 2018

Country:	Myanmar
Description of the assignment	International Consultant for Functional Needs Assessment (FNA)
Period of assignment:	15 working Days
Duty Station:	Home-based and in-country/office-based (Yangon)
Type of contract:	IC contract (International)

Proposal should be submitted to bids.mm@undp.org no later than 22 May 2018 (17:00).

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to moung.kee.aung@undp.org. 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.

A. BACKGROUND AND CONTEXT

1. These Terms of Reference (ToRs) outline the conduct of a Functional Needs Assessment (FNA) in May-June 2018 by a two-person team of senior independent expert consultants, one international expert as team leader, and one national expert, both on Individual Contracts (IC). Project background is provided in attachment 1. The FNA will review options, capacities and policies, and make recommendations for the JMC-Technical Secretariat Center (JMC-TSC) to transition from the current Phase 1 UNDP-managed Project Implementation Plan (PIP), to the Phase 2 JMC-managed multi-channel funding model. In the Phase 2 mechanism, the JMC would directly receive, manage, account for and report on all sources of funding, such as donor, Government and in-kind resources.

2. Several recent developments have made the conduct of the FNA an urgent undertaking, and have changed the framework, planning and available resources for the support platform project, and therefore for the JMC itself. The JMC-U decided to transition to Phase 2, and to extend the PIP with budgetary preparation planning in June 2018 in order to activate Phase 2 from 1st October 2018. The JMC-U therefore approved a 6-month work plan for the period 1 April to 30 September 2018, and the UNDP – JMC Letter of Agreement is being signed for the same 6 months. Most urgently, from April to June the UN and other partners would support the JMC with a series of assessments, and the further development of JMC's transition planning and institutional capacity development (ID).

3. Second, two donors Norway and the Joint Peace Fund (JPF), advised the UN of their decision to only proceed with a six-month no cost extension (NCE), and requesting a capacity building plan to

proceed to directly fund the JMC. The UN/DP, in consultation with JMC-TSC, prepared an Overview Capacity Development Approach, which was submitted to the JPF Fund Board and then the JMC-SPP Project Board. The donors also placed conditions on their funding and requested UN/DP to remove or substantially reduce ID consultancy days. The PIP Annual Work Plan (AWP) was revised, and endorsed by the Project Board, with a focus on and with funding only allocated to the JMC for the first six months, April to September 2018.

4. **Phase 2 transition decision-making process:** The following process was then decided between the partners, and discussed in the 3rd Project Board meeting:

- a. Complete the FNA, in English and translated into Myanmar
- b. The JMC to consider the options and recommendations, decide its Phase 2 JMC-TSC structure, staff, and revise their transition plan and critical path to complete preparations
- c. The JMC to re-define its ID needs, and request partners to provide assistance
- d. The ID technical assistance to be provided after consultation with the JMC.

B. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please see at Annex: 1 (ToR for this assignment)

C. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Master's Degree or equivalent in Economics, Governance, Social Sciences, Public/Business Administration, Organizational Development, Industrial Behavior Studies or related field
- Concrete and relevant (to Myanmar) institutional development and programme finance experience, e.g., as managers, finance institutional and organizational change experts
- Proven record of capacity development, engaging and capable presenter of information to diverse audiences, including ability to work with formal institution Tatmadaw, EAOs, UN system and donors
- Capacity to work under pressure, manage stress and adapt to rapidly evolving situations, and short-notice new requirements given by the JMC and / or JMC-SPP
- Written and spoken fluency in English for the international expert, and in Myanmar and English for the national expert
- Demonstrates integrity by modeling the UN's values and ethical standards; Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; Treats all people fairly without favoritism

D. FINANCIAL PROPOSAL

Interested persons are requested to submit their financial proposals as a ***lump sum amount*** noting the following conditions:

- 1) The lump sum amount must be "all-inclusive" and further broken down by category as detailed below
 - a. *All costs (professional fees, travel costs, living allowances, communications, consumables, etc.) required to perform the demands of the TOR must be incorporated in the financial proposal*
- 2) The contract price is fixed regardless of changes in the cost components

E. RECOMMENDED PRESENTATION OF OFFER:

Interested persons are requested to submit the following documents:

- 1) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- 2) **Update P11 or Personal CV** indicating all past experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references
- 3) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP

F. Selection Criteria

Individual consultants who are short-listed will be evaluated based on the cumulative analysis of the written test (weight: 30%), technical evaluation (weight: 50%) and financial criteria (weight: 20%). Only candidates obtaining a minimum of 50 points from the written test and the technical evaluation would be considered for the financial evaluation.

Criteria	Points
1) Written test	30
2) Technical evaluation	40
Master's Degree or equivalent in Economics, Governance, Social Sciences, Public/Business Administration, Organizational Development, Industrial Behavior Studies or related field	10
Concrete and relevant (to Myanmar) institutional development and programme finance experience, e.g., as managers, finance institutional and organizational change experts	15
Proven record of capacity development, engaging and capable presenter of information to diverse audiences, including ability to work with formal institution Tatmadaw, EAOs, UN system and donors	15
3) Financial	30
Total	100

REFERENCE DOCUMENTS

The relevant reference documents will be made available to the selected consultant upon signature of contract.

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