



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/PROC/UNDP-MMR/PN/045

(Re-avertise)

Date: June 4, 2018

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Country:	Myanmar
Description of the assignment	National Procurement Expert
Period of assignment:	50 working Days (Upto 31 November 2018)
Duty Station:	Home based, Rakhine State (Thandwe and Sittwe) and Bago Region and Mon State
Type of contract:	IC contract (National)

Proposal should be submitted to [bids.mm@undp.org](mailto:bids.mm@undp.org) no later than 25 June 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](mailto: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.

Please see more information at

[http://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=46972](http://procurement-notice.undp.org/view_notice.cfm?notice_id=46972)

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### A. BACKGROUND AND CONTEXT

The work of the Township democratic local governance program builds on a strong partnership with the subnational governments in 2 states and one region, Mon, Rakhine and Bago. The main counterparts is the Township Planning and Implementation committee (TPIC) and the General Administration Department (GAD) and at the local level in implementation of the project. In 2016 a pilot for participatory local development planning through a series of planning workshops and 'on the job' support for key actors involved in township development planning (state/region officials, township administrations, TPIC, ward/village tract administrators, civil society organizations and members of parliaments). The capacity development activities are built around a *Township development* grant (the allocation is calculated through a needs based formula for an amount of on average 1 USD per capita) to participating townships in Bago region, Mon state and from 2018 also 5 townships in Rakhine state. An important part of the project is the budget execution where public procurement and tender procedures plays a significant role.

#### 1. Specific Context for this Assignment

Bago Region and Mon State have been piloting the above modality providing a development grant to townships for local development and budget execution if the agreed Minimum conditions (as stipulated in the project's grant manual) are met. This includes that the annual township plan has been developed in a participatory and inclusive manner and that budget execution, including public procurement follows GoM's procedures and good international practice. A Procurement guideline was developed in collaboration with Bago region and Mon state government in 2017 and initial trainings held. The project has now expanded and is also covering five townships in Rakhine state (Gwa, Thandwe, Ponnagyun, Toungup and Ramree).

In the light of the above UNDP is now seeking an experienced national expert to provide trainings on procurement and tender processes following Government's procurement procedures and international best practices as per the projects Procurement guideline for a total of 14 townships [5 in Bago, 5 in Rakhine and 4 in Mon state).

## 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

Education: Minimum Bachelor preferably Master's degree in Governance, Public Administration, Public Finance Management, Economics, or Organizational Development.

Work Experience:

- At least 10 years' post degree relevant experience working on public financial management sector, with an emphasis on procurement systems and functions.
- At least 2 years previous work experience in advisory or capacity building programmes/projects;
- Excellent communication and negotiation skills;
- Previous work experience in UNDP or other multi-lateral organizations is desirable.
- Knowledge of procurement processes, both international and national;
- Understanding of Myanmar administrative structure and culture is a distinct advantage.

## 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 per ToR

## 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 technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 49 points from the technical evaluation would be considered for the financial evaluation.

<b>Technical (from Technical proposal and CV/P11) points max</b>	<b>70</b>
Technical Approach & Methodology: This explains the candidate's understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and anticipated context specific challenges.	20
Qualification & Experience: At least 10 years' post degree relevant experience working on public financial management sector, with an emphasis on procurement systems and functions	30
At least 2 years previous work experience in advisory or capacity building programmes/projects	10
Work Plan: The Applicant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.	10

**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**