



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/PROC/UNDP-MMR/PN/052

Date: June 28, 2018

Country:	Myanmar
Description of the assignment	International Committee Advisor
Period of assignment:	23 working Days (19 July – 31 August 2018)
Duty Station:	Yangon, with in-country missions in Myanmar
Type of contract:	IC contract

Proposal should be submitted to bids.mm@undp.org no later than 8 July 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

The Constitution of the Republic of the Union of Myanmar (the Constitution) came into force in 2008. Chapter 4 of the Constitution establishes the Union Legislature or the Pyidaungsu Hluttaw comprising two Hluttaws, Pyithu Hluttaw (House of Representatives) and Amyotha Hluttaw (House of Nationalities), that are generally equal in status. The term of the Union Hluttaw is 5 years from the day of the first session of the Pyithu Hluttaw. Following the Myanmar election held on 8 November 2015, newly elected MPs were sworn in as MPs of the Pyithu Hluttaw on Monday 1 February 2016, and of the Amyotha Hluttaw on Wednesday 3 February 2016. The Constitution has also established sub-national parliaments comprising one parliament for each of the fourteen states/regions. The Union and State/Region Parliaments are independent institutions with different political compositions and mandate, but their administrative support is provided by union civil service staff, under the guidance of the Permanent Secretary of the Pyidaungsu Hluttaw.

Through the previous UNDP Country Programme 2013-2017, UNDP contributed to the institutional development of the Union Legislature by supporting the formulation of the Hluttaw strategic plan, Committee strengthening, establishment of the Hluttaw Learning Centre through which capacity building programmes are delivered for Committees, Member of Parliaments (MPs) and staff, ICT, information and knowledge management system development, design of orientation and induction programmes, and institutional change management capacity at Executive and Middle management levels. An MP Survey was completed prior to the

end of the first Hluttaw with a second survey due for completion in 2018. All of these activities at the Union level have been designed and implemented in close partnership with the Inter-Parliamentary Union since 2013. UNDP also provides coordinated support to all sub-national parliaments across the areas of strategic development and leadership, Committee development, MP induction and online learning. Recently, UNDP conducted a situation analysis of the parliaments in targeted states and regions, which will serve as the evidence-base for UNDP's further support to sub-national parliaments.

Building upon this success, in the new UNDP Country Programme which puts integration at the center of project design and implementation, UNDP aims to deepen its engagements with the parliaments by strengthening vertical and horizontal linkages, namely the township, state/state, and union level, as well as the three branches of the government.

All State and Region Hluttaws have agreed a common framework for development, and by the end of 2017, 6 State and Region Hluttaws had developed strategic plans. From October 2017, UNDP conducted research for a Situation Analysis of State and Region Hluttaws at the 4 Hluttaws of Mandalay, Mon, Shan and Tanintharyi, seeking to identify Hluttaw practices and development priorities, as evidence base for the future development of the State and Region Hluttaws. Committee development is a clear priority identified by these Hluttaws.

A key activity in 2018 is the development of consistent understanding and effective practice to conduct detailed oversight inquiries on priority policy and legislation. Support to Committee Chairs, Secretaries and Members will build capacity to undertake parliamentary oversight through effective committee inquiry practice and assistance to staff will ensure that committees are effectively supported.

During the past year, UNDP/IPU has delivered professional development support on Committee development to Union, State and Regional Hluttaw Members, including:

- Seminar to all Union Chairs and Secretaries (Deput Chairs), *Core Government Functions: Checks and Balances and the Role of Committees*, November 2017;
- Seminar to eight target Committees in Union Hluttaw, *Developing capacity of committees to undertake in depth study of policy and legislation*, February 2018;
- Leadership seminar, to all State and Region Hluttaw Speakers and Deputy Speakers, *Committee Development for Better Law-making and Oversight - Introducing Committee Inquiries*, May 2018;
- Workshop, to all members of Rakhine State Hluttaw, *Committee inquiries under international best practice*, May 2018.

Against the above background, UNDP seeks to engage an international expert to provide high-quality and strategic technical inputs to UNDP/IPU's professional development support to the target Committees at both Union and State/Region level. At Union level, support in this mission will build on the work described above, as well as ongoing day-to-day engagement with Committees and MPs on an ad hoc basis. At subnational level, the Committee workshops in this mission deliver on UNDP's undertaking, made at the Leadership Seminar in May 2018, to provide workshops for Committee Chairs from all State and Region Hluttaws, and to deliver a half-day seminar on procedural review to the Mon State Hluttaw.

Objectives of the Assignment

The aim of the assignment is to strengthen the functions and capacity of Parliamentary Committees at Union, State and Region levels to conduct systematic oversight of government, support more effective legislation and budget scrutiny and provide quality reports to the Plenary.

The assignment will contribute to meeting the following objectives of the Myanmar Union Hluttaw Strategic Plan 2015-2018:

- Objective 1: Improved effectiveness of the Plenary and Committees
- Objective 2: Improved capacity of Members to undertake their duties

The outcomes of the assignment will be:

- Region and State Hluttaw Committee Chairs are familiar with committee inquiries and understand how they support improved parliamentary oversight;
- Increased insight and skills of selected Union Committee Chairs and Committee members in how to undertake parliamentary oversight through committee inquiries;

The specific objectives of the assignment will be:

- Introduce knowledge and build basic skills regarding committee inquiries as a tool for parliamentary oversight for Committee Chairs of all 14 Region and State Hluttaws;
- Support members of selected Union Hluttaw committees in developing advanced knowledge and important skills for conducting committee inquiries;

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:	Master's degree in public policy, law, development studies or a related area (10 points).
Experience:	<ul style="list-style-type: none">• Experience in delivering training and coaching in the framework of parliamentary strengthening programs in parliaments (30 points);• Experience serving as a member of parliament and a committee member (20 points);• Proven ability to produce clear and concise written materials and reports (20 points);• Experience serving as a member of government is an asset (10 points);• Experience of parliamentary development in South East Asia is an asset (10 points);
Language Requirements:	Excellent command of the English language

Core Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Promotes the vision, mission, and strategic goals of UNDP
- Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment;
- Self-Management/Emotional Intelligence;
- Effective Communication skills;
- Appropriate and Transparent Decision Making
- Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence;
- Knowledge Sharing/Continuous Learning.

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:

Candidates should present their offer to UNDP in the following form:

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **Personal CV or P11**, indicating all past experience from similar projects, 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. 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.

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.

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