



*Empowered lives.  
Resilient nations.*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/UNDP-MMR/PN/084

Date: 7 August 2018

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Project Development Associate (National)</b>
<b>Duty Station:</b>	<b>Home-based, with travels to Rakhine and Yangon when required</b>
<b>Period of assignment/services:</b>	<b>75 working 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, Monday, 20 August 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 enhancing the local resilience through thematic and practical integration of DRR and CCA in a wider development context of Myanmar, UNDP developed a project concept (PIF) "Reducing Climate Vulnerability of Coastal Communities of Myanmar



through an Ecosystem-based approach” in collaboration with the Ministry of Natural Resources and Environmental Conservation (MONREC) and in consultations with the relevant line ministries/departments and Rakhine State Government. The PIF, approved by GEF secretariat, focuses on mainstreaming Ecosystem Based Adaptation (EBA) into local planning processes to foster sustainability transitions.

A Project Preparation Grant (PPG) has been obtained to carry out necessary analyses and prepare the full-fledge project proposal. In order to ensure the results of the project preparation work, UNDP is seeking an international specialist for project development as a PPG Team Leader to produce a project document along with a set of relevant evidence based analyses for submission to the GEF. The approved PIF will be the basis for developing a fully formulated project proposal. The proposed project anticipates activities to;

1. Mainstream EBA into sub-national and national development policies, laws, and institutional functions;
2. Strengthen the capacities and knowledge of broad stakeholder groups required for employing effective and participatory EBA to enhance the local social and ecological resilience; and
3. Link EBA activities to Disaster Risk Reduction (DRR) efforts such as community-based DRR and people-centered Early Warning Systems (EWS) and lessons documentation to be shared with the wider public and stakeholders.

In doing so, the project will introduce EBA as an integral component in the country’s approach to climate change adaptation, thereby strengthening recognition of the importance of natural ecosystems for climate change risk management, as well as maintenance of socio-economic benefits and conservation of biodiversity.

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

### Educational background: 10 points

- Bachelor's degree on Project Management, Economics, Community Development, Environmental Planning or any subject relevant to the current assignment.

### Relevant Experience: 55 points

- Minimum 3 years of demonstrable experience in the supporting project development and implementation (20);
- Past working experience with UNDP will be an advantage (15);
- Fluency in written and spoken English (10); and
- Computer proficiency, especially related to professional office software packages (Microsoft Office) (10)

### English language skills: 5 points

- Excellent English language skills with strong technical writing skills, effective oral and communication 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.  $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$

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**