United Nations Development Programme

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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/UNDP-MMR/PN/087 Date: 10 August 2018

Country:	**Myanmar**
Description of the assignment:	**International- Development of Options for REDD+ Finance Management**
Duty Station:	**At least 2 missions to Myanmar (mainly to Nay Pyi Taw with limited travel to other locations), totalling up to 25 days; the remainder home based**
Period of assignment/services:	**70 working days**

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe, Yangon or by email to bids.mm@undp.org; no later than **17:00 PM**, **Monday, 24 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.

BACKGROUND

With support from the Government of Norway, the UN-REDD Programme , in partnership with the Regional Community Forestry Training Centre (RECOFTC), assisted the Government of Myanmar (GoM) and other stakeholders to develop a "REDD+ Readiness Roadmap" in the period July 2012-August 2013.

Some initial support to the implementation of the Roadmap was provided through the UN-REDD Targeted Support window during 2014-15. In early 2015, Myanmar was invited to submit an Expression of Interest for a UN-REDD National Programme, and subsequently to make a presentation on this Expression of Interest to the 14th and 15th meetings of the UN-REDD Policy Board. The Policy Board provisionally approved the allocation of USD 5,554,370 to the Myanmar UN-REDD National Programme ('The Programme'). This decision became operational following the confirmation of availability of funds provided to the interim governance body on July 6, 2016. The signature of the National Programme Document was completed on 15th November 2016, with a duration of 4 years. The first funds transfer from the MPTF-O occurred in November 2016.

The UN-REDD Programme has supported the development of a National REDD+ Strategy and the other elements of the "Warsaw Framework for REDD+". Consequently, Myanmar will

soon complete "Phase 1" of REDD+ ("Readiness"), and will move into Phase 2, and towards Phase 3. During Phase 2, investment finance" will need to be mobilized in order to support implementation of the National REDD+ Strategy, while in Phase 3 Myanmar will qualify for Results-based Payments from the international community.

Consequently, there is a need to explore modalities for management of REDD+ finance. This includes the design of an appropriate mechanism for management of finance from international sources, including investment finance and results-based payments. The term "management of REDD+ finance" covers all aspects of resource mobilization and expenditure management. It comprises of a number of inter-related country systems covering planning, budgeting, procurement, accounting, auditing, and reporting, and the roles of Parliament and Treasury. It includes the management arrangements for the raising and spending of finance for REDD+, including the use of REDD+ finance in providing incentives to stakeholders, or sharing financial benefits in Phase 3. Sources of REDD+ finance may be public or private, international or domestic, including regular budgetary resources.

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

The Technical and the Financial Proposal (daily fee) submitted by the International Consultant will be evaluated on the basis of the weight of the technical criteria [70] and of the financial proposal [30].

The evaluation will be performed in two stages:

Stage One (Technical Evaluation of Proposals). All Individual Contractors proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual contractors to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter.

Education: (10 points)

- Master degree or higher in international development, natural resource management, environmental economics, or other closely related field.

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Relevant experience

- Minimum 10 years of working experiences – 10 points
- Experiences in area of environmental finance, natural resource management, public administration and related initiatives – 40 points
- Experience working with and delivering support to Governments and working on capacity building for climate change is an asset – 10 points

Stage Two (Financial Evaluation). The financial proposals of all the individual contractors who pass stage one will be evaluated. 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