



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/UNDP-MMR/PN/100

Date: 17 September 2018

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Photographer</b>
<b>Duty Station:</b>	<b>Yangon and Sittwe with travels to other locations in Rakhine state</b>
<b>Period of assignment/services:</b>	<b>Estimated 25 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 **Monday, 24 September 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

UNDP is implementing an innovative approach to development to address the complex interconnecting challenges that affect Rakhine State. This area-based approach is critical for attesting the intended impacts on institutional effectiveness and responsiveness to the needs of the targeted beneficiaries. The area-based model involves all UNDP projects to demonstrate the combined effect of all UNDP Country Programme components towards unlocking the State's development potential and meeting needs of the people and communities. The choice of Rakhine State is also driven by the urgency to propose there viable and inclusive local governance and local development models that can help reduce conflict drivers and facilitate conflict recovery. The area based approach is also being applied in other regions/States of Myanmar. UNDP would like to engage a photographer who could take good quality pictures of different initiatives that are part of area based approach. These pictures will be used for reporting, communication and resource mobilization purposes. The photographer would also be requested to obtain some video footage to be used in the future.

### 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;
- d) **Financial Proposal – as per section 5**

**\*\* Consultant/Contractor whose assignment require travel and who are over 65 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.

All envisaged costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel and living allowance per day in Rakine. 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 following methodologies:

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. The criterion for qualifications obtainable score: 100 points.

### **Technical Evaluation of Proposals:**

All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants 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. Applications will be scored as per the following breakdown (Total 70 points):

- Fluent in English and Myanmar: 20 points
- Experience photographer and photo editor: 20 points
- Experience in working for international organizations, including understanding of photography and filmmaking within humanitarian and development contexts: 20 points
- Ability to deliver high quality work even when under pressure: 20 points
- Experience in gender and women's empowerment will be an asset: 10 points
- Experience in Rakhine will be asset: 10 points

**Must be a Myanmar national**

- **Financial Evaluation of Proposals:**



*Empowered lives.  
Resilient nations.*

- 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.  $[30 \text{ Points}] \times [\text{MMK lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$
- 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**