



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/UNDP-MMR/PN/110

Date: 4 October 2018

Country:	Myanmar
Description of the assignment:	National- Disaster Recovery Officer
Duty Station:	Naipyitaw with frequent travel to Yangon and possibly other location in Myanmar (e.g. Hinthada)
Period of assignment/services:	120 working days (tentative dates: 15th October 2018 – 30th April 2019)

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, Thursday, 11 October 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

Myanmar is committed to implement the Sendai Framework for Action on Disaster Risk Reduction and meet its targets. Myanmar is co-chair of ASEAN Committee on Disaster Management Working Group on Recovery along with Indonesia and led the process of developing the ASEAN Disaster Recovery Reference Guide. To improve planning and management of recovery processes, the Government constituted the Rehabilitation and Reconstruction Working Committee. However, all the functions relating to disaster recovery were not established and defining clear roles in recovery assessments, planning, implementation, monitoring and funding has been a challenge. Lack of technical capacity, human and financial resources, awareness, lack of inter-ministerial convening power and limited presence below State /Region level make it challenging for the Rehabilitation and Reconstruction Working Committee to perform wide-ranging responsibilities and coordinate the work of line ministries. In addition, there is a high reliance on international experts for several aspects of recovery planning and implementation.

Through the Governance for Resilience and Sustainability Project (GRSP), the “Building Capacities for Resilient Recovery-Phase II” initiative will contribute to the strengthening of national capacities and systems to plan and manage recovery processes. Strengthening national capacities will result in “building back better and safer” thus contributing to building the resilience of the country and its communities in the face of disaster and restoring



sustainable development pathways.

Output 1 of this initiative aims to improve the enabling environment for recovery through enhanced institutional arrangements and streamlined mandates. This is achieved through reviewing existing institutional arrangements, capacity and mandates (functions, roles and responsibilities of the Government authorities) to identify options for improvement. This includes also to analyse the existing policy framework, including financial and monitoring mechanisms to support recovery, to identify any gaps and provide technical support to the development of new or improved policies and mechanisms.

Output 2 aims at strengthening capacities of government authorities and other relevant stakeholders in implementing a resilient recovery. This output aims to enhance the Government capacity through training, awareness, development of tools and guidelines and testing tools in practice. Small-scale exercises will be carried out as case studies for learning.

With the purpose of supporting the government in developing a National Recovery Guideline to provide a comprehensive operational tool to systematise the recovery planning and implementation in the country, the consultant will support UNDP to:

- Gather lessons learnt on post disaster recovery stocktake existing practices for recovery with identification of gaps and needs in Myanmar
- Support in establishing a government-led working group to guide the development of the Recovery Guideline
- Organizing discussions with relevant development partners and other actors, including the private sector
- Desk review and literature review good practices and tools developed in other country, with a special focus on the one that share similarities with the Myanmar context
- Support in reviewing existing legal, policies and institutional arrangements related to recovery in the country
- Support in reviewing roles and responsibilities of relevant working committees of the National Disaster Management Committee that are involved in recovery functions
- Review of government rules and regulations for rehabilitation and reconstruction-related tasks, including financial rules and regulations
- Organize multi-stakeholder consultations on recovery practices in Myanmar
- Review and analyze tools developed till date on rehabilitation and reconstruction
- Provide recommendations and technical input inputs for developing a zero draft of

the recovery guideline

- Support the organization of trainings on recovery and/or recovery related issues.

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:

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):

Educational background: 10 points

A master degree in Disaster Risk Reduction, Geography, International Relations, Development studies, Policy Advocacy, Natural Resource Management or a related field (or a Bachelor Degree with 7 years of relevant experience)

Relevant Experience: 55 points

Proved understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation (15 points)

At least 4 years of relevant work experience in Myanmar, in Disaster Risk Reduction with a focus on recovery (20 points) (or 7 years relevant experience associated with a Bachelor degree)

Experience in coordination with different range of stakeholders and mostly government counterparts (15 points)

Experience working with government agencies, INGOs, UN agencies and civil society (5 points)

Previous experience as English/Myanmar translator will be an asset.



*Empowered lives.
Resilient nations.*

English language skills: 5 points

Excellent command of written and spoken English and Myanmar language

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**



TERMS OF REFERENCE National Consultant

Assignment Title	Disaster Recovery Officer
Project	Building Capacities for Resilient Recovery – Phase 2 / Governance for Resilience and Sustainability Project
Type of Contract	Individual Contract (National)
Contract Period	120 working days (tentative dates: 15 th October 2018 – 30 th April 2019)
Supervisor	Project Manager & CTA, Governance for Resilience and Sustainability Project
Location	Naipyitaw with frequent travel to Yangon and possibly other location in Myanmar (e.g. Hinthada)
Country	Myanmar

A. BACKGROUND AND CONTEXT

Myanmar is committed to implement the Sendai Framework for Action on Disaster Risk Reduction and meet its targets. Myanmar is co-chair of ASEAN Committee on Disaster Management Working Group on Recovery along with Indonesia and led the process of developing the ASEAN Disaster Recovery Reference Guide. To improve planning and management of recovery processes, the Government constituted the Rehabilitation and Reconstruction Working Committee. However, all the functions relating to disaster recovery were not established and defining clear roles in recovery assessments, planning, implementation, monitoring and funding has been a challenge. Lack of technical capacity, human and financial resources, awareness, lack of inter-ministerial convening power and limited presence below State /Region level make it challenging for the Rehabilitation and Reconstruction Working Committee to perform wide-ranging responsibilities and coordinate the work of line ministries. In addition, there is a high reliance on international experts for several aspects of recovery planning and implementation.

Through the Governance for Resilience and Sustainability Project (GRSP), the “Building Capacities for Resilient Recovery-Phase II” initiative will contribute to the strengthening of national capacities and systems to plan and manage recovery processes. Strengthening national capacities will result in “building back better and safer” thus contributing to building the resilience of the country and its communities in the face of disaster and restoring sustainable development pathways.

Output 1 of this initiative aims to improve the enabling environment for recovery through enhanced institutional arrangements and streamlined mandates. This is achieved through reviewing existing institutional arrangements, capacity and mandates (functions, roles and responsibilities of the Government authorities) to identify options for improvement. This includes also to analyse the existing policy framework, including financial and monitoring mechanisms to support recovery, to identify any gaps and provide technical support to the development of new or improved policies and mechanisms.

Output 2 aims at strengthening capacities of government authorities and other relevant stakeholders in implementing a resilient recovery. This output aims to enhance the Government capacity through training, awareness, development of tools and guidelines and testing tools in practice. Small-scale exercises will be carried out as case studies for learning.

With the purpose of supporting the government in developing a National Recovery Guideline to provide a comprehensive operational tool to systematise the recovery planning and implementation in the country, the consultant will support UNDP to:

- Gather lessons learnt on post disaster recovery stocktake existing practices for recovery with identification of gaps and needs in Myanmar
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- Review of government rules and regulations for rehabilitation and reconstruction-related tasks, including financial rules and regulations
- Organize multi-stakeholder consultations on recovery practices in Myanmar
- Review and analyze tools developed till date on rehabilitation and reconstruction
- Provide recommendations and technical input inputs for developing a zero draft of the recovery guideline
- Support the organization of trainings on recovery and/or recovery related issues.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

With the technical guidance of the Disaster Risk Reduction Specialist and under the overall supervision of the Project Manager/Chief Technical Advisor from UNDP Country Office, the national consultant will:

- Support DDM in the initiation process for preparing the National Recovery Guideline, including:
 - Support the establishment of a government-led working group to guide the development of the Recovery Guideline
 - Desk review and literature review of good practices and tools developed in other countries, with a special focus on those that are similar with the Myanmar context
 - Support in reviewing existing legal, policies and institutional arrangements relevant for recovery in the country

- Support in reviewing roles and responsibilities of relevant working committees of the National Disaster Management Committee that are involved in recovery functions
- Review of government rules and regulations for rehabilitation and reconstruction-related tasks, including financial rules and regulations
- Review and analysis of tools developed till date on rehabilitation and reconstruction
- Review of government rules and regulations for rehabilitation and reconstruction-related tasks, including financial rules and regulations
- Assisting DDM facilitate, and participating in, the technical working group meetings overseeing the preparation of the Recovery Guideline and other relevant departments
- Facilitate coordination and dialogue among different involved stakeholders, including development partners and private sector
- Work closely with other UNDP staff and support in organizing one to one consultations with key involved staff from different departments.
- Support DDM in organizing consultations for collection and validation of inputs for the Recovery guideline, including preparing agendas, summaries, minutes.
- Preparing summaries of the technical working group discussion and other meetings
- Overseeing and quality checking of Myanmar/English translations, including translation of short documents, when required.
- Based on the baseline information, develop in consultation with the government an outline for the National Recovery Guideline
- Provide technical inputs to include in the development of a zero draft
- Support DDM in the process of reviewing the Disaster Management Law, if required
- Ensure that considerations related to gender equality and inclusion are mainstreamed within the overall process for developing, and the content of, the National Recovery Guideline, including assuring a balanced representation in the consultation process
- Support the organization of trainings on recovery and/or recovery related needs in consultation with DDM and other relevant stakeholders:
 - Facilitate dialogue with DDM for the selection of participants and for fixing the date
 - Support the logistics for training and coordination
 - Support the facilitators with necessary arrangements
 - Preparing summaries, minutes and feedback (in Myanmar language and/or English, as required) from the training conduction to be integrated in the formulation of the Recovery Guideline

For these tasks, the national consultant's inputs will be up to: 20 days inputs on trainings; and up to 100 days inputs on the preparatory work for the formulation of the Recovery Guideline and support in the development of a zero draft.

The consultant is expected to fully support the Department of Disaster Management and will be based in the same building, if possible. Considering the fluidity of the nature of work, it is expected from the consultant to have a certain degree of flexibility and to carry out additional tasks, if required. The consultant is expected to have a good command of English and Myanmar language, both written and oral as the documents that will be produced for the formulation of the Recovery Guideline will be in both languages.

During this assignment, the national consultant is expected to deliver:

1. Desk review of recovery practices and recommendations
2. Final agendas and materials for at least two consultation workshops

3. Summaries of technical group discussions, bilateral consultations and multi-stakeholders meeting, including recommendations
4. At least one training on Recovery and summaries of inputs from the participants and recommendations to include in the Recovery Guideline
5. Draft outline of the recovery guideline
6. Inputs developed to be included in a zero draft of the Recovery Guideline

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

- Masters Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field
- At least 4 years of relevant work experience in Myanmar, in Disaster Risk Reduction with a focus on recovery
- Proved understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation.
- Experience in coordination with different range of stakeholders and mostly government counterparts.
- Experience working with government agencies, INGOs, UN agencies and civil society.
- Strong and proved command of both written and oral Myanmar and English Language.
- Previous experience in oral and written translation of technical material between Myanmar and English languages will be an asset.
- Must be a Myanmar national

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to the Project Manager/CTA, Governance for Resilience and Sustainability Project, of the UNDP Country Office in Myanmar as necessary against the deliverable progress for administrative purpose.
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION

- The consultant will be based in Naipiyaw with frequent travel to Yangon and eventually to other locations in Myanmar, as required;
- Any necessary missions must be approved in advance and in writing by the supervisor

F. TIMEFRAME

The consultancy will be carried out for 120 working days between October 2018 and April 2019.

G. PAYMENT SCHEDULE

Interested persons are requested to submit their financial proposals quoting their **daily fees** noting the following conditions:

- a) Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the supervisor

Deliverable No.	Description of deliverables	Timeline	Indicative n. days inputs
Deliverable 1	Upon satisfactory completion of first month activities as directed by supervisor	31 October 2018	10 working days
Deliverable 2	Upon satisfactory completion of second month activities as directed by supervisor	30 November 2018	20 working days
Deliverable 3	Upon satisfactory completion of third month activities as directed by supervisor	31 December 2018	20 working days
Deliverable 4	Upon satisfactory completion of fourth month activities as directed by supervisor	31 January 2019	20 working days
Deliverable 5	Upon satisfactory completion of fifth month activities as directed by supervisor	28 February 2019	20 working days
Deliverable 6	Upon satisfactory completion of sixth month activities as directed by supervisor	31 March 2019	20 working days
Deliverable 7	Upon satisfactory completion of seventh month activities as directed by supervisor	30 April 2019	10 working days

H. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

- 1) **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
- 2) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP

- 3) **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
- 4) **Financial Proposal** that indicates the daily fees as per the template provided by UNDP

I. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Combined Scoring Method:

- Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

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):
 - Educational background: 10 points
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Financial Evaluation of Proposals:

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