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**Call for Proposals from NGOs**

**INSTRUCTIONS**

1. **BACKGROUND**

Myanmar is a regional priority for biodiversity conservation in mainland Southeast Asia. Due to the combination and interaction of geography, topography, and climate, Myanmar has a rich variety of habitats and ecosystems, including 14 terrestrial ecoregions identified by the WWF. The country supports 233 globally threatened species, including 37 critically endangered and 65 endangered species. The country also contains large expanses of species-rich and globally threatened ecosystems such as lowland tropical forests and mangrove ecosystems that are critically threatened elsewhere in the region.

The National Biodiversity Strategy and Action Plan (NBSAP) of Myanmar was adopted in 2011. The NBSAP identifies equity as the most important thing in using biological resources sustainably in the long run and calls for consideration of the poor and economically disadvantaged groups to secure their access to common resources. The available information on species diversity and endemism indicates that Myanmar supports extraordinary plant and vertebrate diversity, plus levels of endemism comparable to other countries in the Indo-Myanmar (Indo-Burma) Hotspot. However, detailed baseline data are still lacking for many taxonomic groups, and new species for science are still being regularly discovered in the country. In many parts of the country, exploitation of plants is taking place on a commercial scale. Myanmar’s forests support a great diversity of commercially valuable timber species, including teak and various members of the Dipterocarpaceae and Leguminosae, and the impacts of commercial logging on these forests have been documented (Brunner et al., 1998). In Myanmar decisions about natural resource use are typically based only on direct use values, such as timber or hydroelectricity revenues, ignoring indirect use, option use, and existence values. In general, natural resources tend to be severely undervalued. The NBSAP of 2011 calls for financial mechanisms to be developed that will enable the beneficiaries of dispersed ecosystem services provided by Myanmar’s natural ecosystems to contribute to their conservation

The Project aims at strengthening human resources, legal frameworks and institutional capacities to implement the Nagoya Protocol. Specifically, it aims at assisting countries in the development and strengthening of their national ABS frameworks. The project seeks to achieve this by:

1. Strengthening the legal, policy and institutional capacity to develop national ABS frameworks;
2. Building trust between users and providers of genetic resources to facilitate the identification of bio-discovery efforts; and
3. Strengthening the capacities of indigenous and local communities to contribute to the implementation of Nagoya protocol.

The specific problem that this project will seek to address is the lack of a functioning national legal, policy, and institutional framework that will enable the equitable sharing of benefits from the use of genetic resources and traditional knowledge (TK) between the state (national and state governments), commercial interests, and the owners and custodians of these resources and TK (such as Indigenous and Local Communities [ILCs]). This issue is compounded by the lack of trust between users and providers of genetic resources that prevents unleashing the potential of genetic resources as a source of innovation, biodiversity conservation, market development, and poverty alleviation.

1. Following an inception workshop organized in August 2017, a draft analysis report on Traditional Knowledge in Myanmar has been prepared and presented to selected stakeholders in February 2018. In order to take the project implementation forward, UNDP Myanmar is looking for a reputable organization/institution/consultancy firm as an implementing partner to support the implementation of the project in Myanmar while working closely with counterparts at the Ministry of Natural Resources, and Environment Conservation and UNDP.
2. **Scope of Work**

Under the close supervision of the Governance for Resilience and Sustainability (GRSP) Project Manager in Myanmar and the ABS Regional Project Advisor, the selected organisation will be responsible for substantial technical contributions to the required analysis and consultations with the key stakeholders to ensure that their contributions are considered and resolved with a view to achieving the project objectives.

The expected outcomes/outputs envisaged under the consultancy have been identified in Annex I.

In order to execute the works, the organisation will need to provide the following specialized services in the identified areas of expertise as per below:

Objective of Biodiscovery and Communication

The organisation will play a central role for the following activities, with the support from the government implementing partner, Regional Project Advisor and GRSP Project Manager in implementing activities outlined under this project.

* Participate and facilitate the coordination meetings with the Project stakeholders (Relevant Government Ministries, Private Sector, NGOs and local communities) to scope existing biodiscovery projects in Myanmar specifically on Myanmar and non-Myanmar genetic resources (GRs) and associated traditional knowledge (ATK), and identify main users and providers of GRs and ATK in Myanmar;
* Conduct the analysis on the current biodiscovery partnership of GRs and ATK in Myanmar, main users and providers of GRs and ATK, elements for a successful biodiscovery, as well as make specific and appropriate recommendations required to build successful biodiscovery partnership leading towards fair and equitable sharing of benefits.
* Participate and assist in facilitating the meetings with Myanmar project stakeholders (Relevant Government Ministries, Private Sector, NGOs and local communities) to raise awareness on the ABS national frameworks, CBD and Nagoya Protocol targeting policymakers, researchers, and ILCs, among others;
* Conduct the analysis on the current communications needs of priority project stakeholders, existing communications channels, as well as make specific and appropriate recommendations required to increase awareness on ABS of priority stakeholders;
* Conduct consultation and validation workshop on the analyses and recommendations with the participation of relevant stakeholders, including IPLC and women association, including KAP assessment surveys and/or training, as advised by the Project Manager.
* Produce outputs as detailed below;

1. **OUTPUTS**

* A concise methodology to conduct the analyses and comprehensive analysis report, on the current biodiscovery partnership of GRs and ATK in Myanmar, main users and providers of GRs and ATK, elements for a successful biodiscovery, as well as make specific and appropriate recommendations required to build successful biodisovery partnership leading towards fair and equitable sharing of benefits including identification of potential biodiscovery partnership to be supported by the Global ABS Project;
* Process and procedures handbook for CNAs on ABS applications, list of potential biodiscovery projects, sectoral (agricultural, pharmaceutical, and biotechnology) ethical codes of conduct for research on TK and GRs;
* A concise methodology to conduct the analysis and analysis report on the current communications needs of priority project stakeholders, existing communications channels, as well as make specific and appropriate recommendations required to increase awareness on ABS of priority stakeholders;
* Implement communications strategy and actions including development of success stories, information materials for priority key stakeholders;
* Identify two communities involved in the management of genetic/natural resources to serve as case studies for the development of biocultural community protocols (BCPs) and draft the BCPs for and together with the identified communities;

Knowledge sharing sessions with a range of community stakeholders, such as High Schools, ILCs, Women groups and CBOs;

Training and awareness-raising materials on the importance of GRs and traditional knowledge associated with genetic resources (TKAGRs) and related ABS issues (in English, Myanmar and at least 2 ethnic languages relevant to project locations);

Reports for the; consultations on the developed national TK guidelines and ABS process and procedural manual (for Competent National Authorities-CNAs); workshops on the biodiscovery initiatives and to promote partnerships; workshop on issues related to the Nagoya Protocol (NP) and ABS; workshop on building the capacity of identified communities for implementing the BCP; training sessions at the local level with the participation of women on issues of ABS framework implementation;

* Translate and proofread all project reports from English to Myanmar and vice versa;
* Report on direct support provided in the development of national interim ABS measure, national ABS law, TK Database/Registry, National TK Guidelines, process and procedures manual for ABS application, sectoral ABS contract models, publication of potential biodiscovery projects, national ABS CHM, sectoral guidelines for research and development models, Intellectual Property Rights Manual (documented IPR links to biodiscovery and ABS relevant to Myanmar), sectoral ethical codes of conduct, biocultural community protocols, and implementation of meetings/trainings/seminars/workshops.

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

The eligibility and qualification of the NGOs for the assignment shall be assessed based upon the information furnished in the Request for Information (RFI) questionnaire and the Capacity Assessment Checklist (CACHE), which are attached to this Call for Proposal (CFP). NGOs/CSOs who already submitted the information requested in the RFI do not have to resubmit it.

1. **THE PROPOSAL**

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO’s response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified, providing a detailed description of the essential performance characteristics proposed. A template for this proposal is provided as Annex 2. The proposal should also demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

The proposal should also include a section on Management Structure and Resources (Key Personnel) and should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

1. **EVALUATION CRITERIA & METHODOLOGY**
2. **Proposals will be evaluated based on the following criteria:**

1) A sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the stakeholders and beneficiaries.

2) High impact interventions directly targeting and responding to the needs established in the ToR.

3) A proposed budget which is clearly commensurate with the organization’s proven administrative and financial management capacity and demonstrates good use of resources and value for money.

4) Participatory monitoring and evaluation mechanisms that will contribute to building a sense of ownership among the stakeholders to promote the sustainability of the interventions.

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| **Summary of Technical Proposal Evaluation Forms** | | **Score Weight** | **Points Obtainable** |
|
| 1. | Expertise of the Firm / Organization | 20% | 200 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 30% | 300 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
| 4. | Utilization of Resources and Value for Money | 20% | 200 |
|  | **Total** | | **1000** |

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Proposal Evaluation  Form 1 | | | Points obtainable |
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| **Expertise of the Firm/Organization** | | | |
| 1.1 | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing | | 40 |
| 1.2 | General Organizational Capability which is likely to affect implementation   * Financial stability * loose consortium, holding company or one firm * age/size of the organisation * strength of project management support * project financing capacity * project management controls | | 50 |
| 1.4 | Quality assurance procedures | | 50 |
| 1.5 | Relevance of: | | 60 |
| * Experience and expertise of design and delivery of relevant projects in the ASEAN Region on national ABS policy measures and legal framework, biodiscovery, Traditional knowledge on generic resources and information technology | 30 |
| * Experience and expertise of delivering similar projects with the Myanmar government on national ABS policy measures and legal framework, biodiscovery etc | 20 |
| * Experience in delivering contracts with UN agencies | 10 |
| **Total Part 1** | | | **200** |

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| --- | --- | --- | --- |
| Technical Proposal Evaluation  Form 2 | | | Points Obtainable |
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| **Proposed Methodology and Approach** | | | |
| 2.1 | Context | | 70 |
|  | To what degree does the Proposer understand the overall task and objectives? | 35 |  |
|  | Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal? | 35 |  |
| 2.2 | Methodology | | 150 |
|  | To what degree does the Proposer’s approach to delivery of the project meet requirements? | 110 |  |
|  | To what degree does the Proposer understand different methodologies for delivery of relevant projects? | 40 |  |
| 2.3 | Planning | | 80 |
|  | Is the scope of the task well defined and does it correspond to the TOR? | 40 |  |
|  | Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project? | 40 |  |
| **Total Part 2** | | | **300** |

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| --- | --- | --- | --- |
| Technical Proposal Evaluation  Form 3 | | | Points Obtainable |
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| **Management Structure and Key Personnel** | | | |
| 3.1 | Does the management structure support effective delivery? |  | 50 |
| 3.2 | Qualifications of Team Leader (1 person only) | Sub-Score | 70 |
|  | At least Master’s degree in environmental law or policy or related field | 10 |  |
|  | 5 years’ experience in planning, management, and coordination of national level projects | 10 |  |
|  | 5 years’ experience in environmental law in Myanmar | 10 |  |
|  | Experience in designing and drafting policies, laws or regulations | 10 |  |
|  | A good understanding of the main challenges facing the implementation of the Nagoya Protocol on ABS in Myanmar | 10 |  |
|  | Experience in facilitation to lead national discussions involving key experts and stakeholders from relevant national institutions | 10 |  |
|  | Excellent English and report writing skills | 5 |  |
|  | Fluency in Myanmar language would be an asset | 5 |  |
| 3.3 | Qualifications of Development Team members | Sub-Score | 180 |
|  | Relevance of qualifications, including English and Myanmar language abilities | 30 |  |
|  | Relevance of experience to project proposed | 150 |  |
| **Total Part 3** | | | **300** |

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| **Financial Proposal Evaluation**  **Form 4** | | **Points obtainable** |
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| **Utilization of Resources and Value for Money** | | |
| 4.1 | To what extent the proposal transfers value to the beneficiary within the given budget (the ratio between the NGO operational cost, including capital and recurring cost, versus the cost of implementation of the activity/output) | 100 |
| 4.2 | Value for money assessed in terms of quantity of proposed inputs within the prescribed fixed budget | 100 |
| ***Total Part 4*** | | **200** |

1. **Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/ NGO proposed approach and methodology, coupled with an assessment of value for money and good utilization of resources in the financial proposal. NGOs therefore have to provide their best technical proposal and financial breakdown (within the budget) in one single envelope (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. CSOs/ NGOs exceeding the established fixed budget in their financial proposals will be rejected

Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

1. **Budget size and duration**

Proposals amounts are to a maximum of **177,000 US$** for the implementation of the. The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. In principle, project duration will not exceed **10 months** from **November 2018 - August 2019**.

1. **SELECTION PROCESS:**

The UNDP will review proposals through a four-step process: (i) technical review of eligible proposals; (ii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iii) a round of clarification (if necessary) with the highest scored proposal; and (v) Responsible Party Agreement (RPA) signature.

1. **SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals to the email address with the subject line indicated below:

**bids.mm@undp.org  
Email Subject: 2018/PROC/UNDP-MMR/PN/109\_(Proposer Name)**

The following documents must be submitted in order for the submission to be considered:

1) Proposal according to the Template – [Annex 2]

2) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

**Submission Deadline**

Proposals, with supporting documents, should be submitted by **17:00 [Yangon time]** on **[25 Oct 2018]**

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail

Moung Kee Aung (Procurement Analyst) [**moung.kee.aung@undp.org**](mailto:moung.kee.aung@undp.org)**.**

*Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals*

**Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals:

* 10 Oct 2018: Call for Proposal and relevant documents are posted online.
* 25 Oct 2018: Deadline for organizations to submit proposals under this Call.
* 26 - 29 Oct 2018: Assessment and selection processes.
* 30 Oct 2018: Notifications to selected CSOs.
* 31 Oct 2018: Signing of Agreement

**IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See <http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf> and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

\* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

\* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

\* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP’s confirmation on whether or not such conflict exists.

Nasantuya Chuluun

Programme Support Team Leader