



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/UNDP-MMR/PN/155

Date: 28 December 2018

Country:	Myanmar
Description of the assignment:	National Evaluation Consultant (Team Member)
Duty Station:	Yangon, Nay Pyi Taw and Patheingyi, Mandalay
Period of assignment/services:	30 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, 21 January 2019**.

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

In accordance with UNDP and Adaptation Fund (AF) M&E policies and procedures, all regular UNDP supported AF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar (PIMS# 4703)

UNDP Myanmar, with funding from Adaptation Fund is currently implementing a Climate Change Adaptation project - "Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar." The project aims to reduce the increasing impacts of climate change on agricultural and livestock production cycles in the dry zone of Myanmar - the impacts of increasing temperature and evaporation, declining water availability, and intensifying weather events especially flash floods and cyclones.

The Dry Zone is one of the most climate sensitive and natural resource poor regions in Myanmar. The dry zone covers approximately 54,390 square kilometers and represents about 10% of the country's total land area. The present population in the Dry Zone is estimated at 18 million people. It constitutes 34% of the country's total population of about 53 million. The population density is 123 people per square kilometer, making it the third most densely

populated region in Myanmar.

Across the Dry Zone, water is scarce, vegetation cover is thin, and soil is degraded due to severe erosion. The region is characterized by low annual rainfall that ranges between 508 and 1,016 mm per annum with high variability and uneven distribution. The monsoon rain is bimodal with a dry period during July when dry desiccating winds blow from the south. The undulating land, composed mainly of sandy loam with low fertility, is subjected to severe erosion under rain and strong winds. The average mean temperature in the Dry Zone is about 27° C and the temperature often rises to about 43° C in the summer period. This dry environment with its other natural limiting factors has led to conditions of growing food insecurity and severe environmental degradation.

The major economic activities in the Dry Zone are subsistence farming such as paddy, sesame and groundnut and small-scale livestock rearing. Agricultural productivity is low and the farmers are heavily dependent on products from the natural forest especially fuel wood, pole, post and fodder to support their living and livestock. Many landless people are working as seasonal farm labourers, migrating to urban regions during non-planting time to find temporary employment.

The project operates in five townships in the Sagaing, Mandalay and Magway Regions – Shwebo and Moneywa townships in the Sagaing region, Myingyan and Nyaung Oo townships in the Mandalay Region, and Chauk township in the Magway Region. The townships were selected on the basis of observed temperature extremes, frequency of drought per year, and the impacts of climatic parameters on food security. An additional criterion for township selection was the potential to access ground and surface water resources – vital prerequisites for small irrigation and water management schemes. The direct beneficiaries of the project are marginal farmers in rain-fed areas and landless workers whose access to arable land is severely threatened by erosion and land degradation. Special emphasis is placed on women and female-headed households within this vulnerable group.

The project targets approximately 50,000 households from 280 villages. The target populations are largely categorized into the following three types of beneficiaries: First group is landless farmers, who make up about 60% of target population; second group is marginal/small farmers whose landholding is less than 2.5 hectares and they make up about 25% of target population; and the third group is farmers who have landholding larger than 2.5 hectares.

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.

EDUCATION (a total of 20 points will be considered for the technical evaluation of this criteria):

- Master's Degree in Environment, Natural Resources Management, Social Sciences or other closely related field;

EXPERIENCE (a total of 75 points will be considered for the technical evaluation of this criteria):

- Work experience in relevant technical areas for at least 2 years;
- Knowledge and demonstrable experience in the field of environment, natural resource management, climate change and disaster risk reduction is highly desirable
- Proven expertise and experience in conducting evaluations and project/program assessments is highly desirable
- Some experience with result-based management evaluation methodologies is desirable;
- Experience working with the AF or GEF evaluations is an asset;
- Excellent communication skills in both English and Myanmar;
- Strong analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;

The **National Evaluation Consultant (Team Member)** will be responsible for:

- Providing inputs and insights (based on the context of climate change impacts in the dry zone of Myanmar) to the independent evaluation of the Adaptation Fund Project – Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar;
- Assisting the International Evaluation Consultant (Team Leader) in reviewing project documents, analysis of project results and impacts and provide substantive inputs based on local knowledge and context;



- Participating in meetings with governments counterparts, UN/UNDP staff, donors and other partners with the Team Leader and maintaining minutes of meetings and follow up actions, as appropriate;
- Assist the Team Leader in gathering data and information, including through interviews, surveys and focus group discussions with project stakeholders and beneficiaries;
- Providing logistical support and assistance, arranging meetings and interviews during the in-country field mission and ensuring smooth flow of work process during the evaluation;
- Providing inputs and contributing to finalizing the deliverables: inception report, draft evaluation report, evaluation brief and final evaluation report;
- Providing Myanmar language interpretation and translation for meetings as required, in order to ensure clear communication between the international consultant and meeting participants; and
- Producing a Myanmar translation of the Summary of the Evaluation – to be circulated to stakeholders for better understanding and comprehension

LANGUAGE (a total of 5 points will be considered for the technical evaluation of this criteria):

- Fluency in written and spoken English is required;
- Good knowledge of (*Myanmar language*) is a must.

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 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**