

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

2019/UNDP-MMR/PN/019

Date: 6 March 2019

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>National Consultant on Preparation of a Green Climate Fund Proposal (Gender)</b>
<b>Duty Station:</b>	<b>Home based, with travel to Nay Pyi Taw and Mawlamyaing District, Myanmar</b>
<b>Period of assignment/services:</b>	<b>55 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 **17:00 PM, Monday, 25 March 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.

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**1.BACKGROUND**

UNDP was requested by the DG/ECD (Myanmar GCF Nationally Designated Authority, NDA) to prepare a submission to the GCF for a project to implement REDD+.

In late 2018 the GCF opened a new funding window for a pilot period: the “Simplified Approval Process” (SAP). SAP submissions can be for all-grant financing. Conditions to be satisfied for SAP submissions include a funding request to the GCF of less than USD 10 million; and a project with no social or environmental risks.

UNDP will therefore prepare a SAP submission with the following features:

- A “sustainable landscape” approach, working in a landscape with significant rubber production, in Mawlamyaing District, Mon State.
- As large-scale agribusiness concessions are not common in Mawlamyaing District, there will be a focus on community forests.

To ensure compliance with the “no social or environmental risks” condition, a major emphasis on Free Prior and Informed Consent (FPIC) will be required early in 2019, with provisions to support FPIC throughout the process of project development.

**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 70 and financial criteria 30. Only candidates obtaining a minimum of 70% of 70 points from the technical evaluation would be considered for the financial evaluation.

### **Education – 10 points**

- Master's degree in natural resource management, economics, social science, gender, or other closely related fields;

### **Experience – 50 points**

- At least 6 years of experience related to sustainable development;
- At least 5 years of demonstrated experience working on gender issues;
- Demonstrated knowledge of climate change; inter-governmental climate change processes; and sustainable development environmental management issues, impacts of climate change and other related sustainable human development issues;
- Strong demonstrated experience on gender analysis in the context of natural resource management; –
- Knowledge of and working with UNDP gender policies are an asset

### **Language Requirements – 10 points**

- Fluency in written and spoken Burmese and English;
- Knowledge of Mon is an asset.

### **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**