



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/023

Date: 21 March 2019

Country: Myanmar

Description of the assignment: Parliamentary Committee Specialist

Duty Station: Yangon, with travel to Nay Pyi Taw, Rakhine, Mon, Shan, Mandalay, and other Regions and States

Period of assignment/services: Up to 18 months / 360 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, 3 April 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

The Constitution of the Republic of the Union of Myanmar (the Constitution) came into force in 2008. Chapter 4 of the Constitution establishes parliaments (Hluttaws) at two levels. The national level- Union (Pyidaungsu) Hluttaw comprises two Hluttaws, Pyithu Hluttaw (House of Representatives) and Amyotha Hluttaw (House of Nationalities), that are generally equal in status. The term of the Union Hluttaw is 5 years from the day of the first session of the Pyithu Hluttaw. The Constitution has also established sub-national Hluttaws comprising one Hluttaw for each of the fourteen Regions and States. The Union and Region/State Hluttaws are independent institutions with different political compositions and mandate, but their administrative support is provided by national-level civil service staff, under the guidance of the Permanent Secretary of the Pyidaungsu Hluttaw. Myanmar's Hluttaws are very young institutions, currently in their second 5-year term, which has started in February 2016.

Under UNDP's Support to Effective Responsive Institutions (SERIP) and Strengthening Accountability and Rule of Law (SARL) projects, UNDP provides support to developing Myanmar's Hluttaws committee systems and practices to ensure parliaments are able to use their committees in effective policy review, legislative review, budget review and oversight processes. The major element of this support is the introduction of best-practice committee inquiries as standard methodology for committees for looking into a matter.

In 2018, UNDP's parliamentary committee strengthening support program focused on developing consistent understanding of the Committee Inquiry process, and supporting

emerging inquiry practice, across all of Myanmar's Union, Region and State Hluttaws. Since November 2017, professional development opportunities of varying format (all relating to international best practice inquiry process) were provided to:

- All Union Chairs and Secretaries;
- Full membership of eight target Committees in Union Hluttaw;
- All Speakers and Deputy Speakers of Region and State Hluttaws;
- All Committee Chairs of Region and State Hluttaws;
- All members of Rakhine State Hluttaw.

Following this intensive and focused program on Committee Inquiry practice, a number of Hluttaw Committees have commenced planning for, and launched, formal Hluttaw inquiries focused on public policy review. In October 2018, the Amyotha Hluttaw Agriculture, Livestock Breeding and Fishery Development Committee commenced an inquiry into reducing the impact of agricultural chemical residues. In January 2019, the Mon State Hluttaw Public Accounts, Finance and Economic Affairs Committee launched an inquiry also, focused on the decisions and processes of the Myanmar Investment Commission in Mon State.

These are the first ever Parliamentary Committee Inquiries to be conducted in Myanmar, and UNDP provides close technical support to both the Members and Staff of the Committees, including in outreach to government agencies, corporations, international organizations, civil society groups and individuals as they engage in the inquiry process. Alongside this, UNDP continues to provide technical support to other Hluttaw Committees that are considering undertaking inquiries.

In mid-2019, UNDP's support to committee development will broaden to include a focus on the use of the inquiry process in reviewing draft legislation, to be provided at both the Union and Region/State levels.

In addition, UNDP will continue to deliver its ongoing professional development program for MPs and staff across all Union and Region/State Hluttaws, with a strong focus on committee development as well as other topics relevant to MPs' duties and key staff support functions including constituency work and research support.

Against the above background, UNDP seeks to engage an intermediate-level international expert to contribute to the development and delivery of professional development and technical support to Myanmar's Hluttaw Committees and staff, on committee practice, and the conduct of international best practice inquiries, across all of Myanmar's three Union Hluttaws and 14 Region and State Hluttaws. The expert will work under the guidance of UNDP's Senior Committee Specialists and report to the Sub-national Parliament Specialist UNDP.

The expert will also be required to contribute to the development and delivery of tailored professional development programs for MPs and Hluttaw staff as well as government staff across a range of parliamentary-specific topics.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please see Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, 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 evaluation (weight: 30%). The technical evaluation will award a maximum of 70 points and consist of an evaluation of the CV+ cover letter (40 points) and a technical interview (30 points). Only candidates obtaining a minimum of 45 points from the technical evaluation will be considered for the financial evaluation

Criteria	Points (Total=40)
A minimum of 7 years professional experience working with parliaments	5
Experience working as current or former parliamentary committee staff member;	5
Experience designing, establishing and supporting new parliamentary committee processes in a developing/transition country parliament, preferably in South East Asia;	10
Experience in delivering training and facilitating consultative processes;	5
Experience working with senior public officials Myanmar;	10
Excellent writing skills, including report writing	5

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