



EXTENSION OF INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/022

Date: 12 March 2019

Country:	Myanmar
Description of the assignment:	Provision of translation/interpretation services: English to Sgaw Karen and vice versa to UNDP Myanmar
Contract Type:	Long Term Agreement (LTA)
Period of assignment/services:	The agreement will be 2 years with possible extension of another 1 year

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, 6 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 United Nations Development Programme (UNDP) in Myanmar works in two main areas:

Peace and governance: sustaining peace through national reconciliation and building an effective democratic state; and

Planet and prosperity: promoting inclusive, resilient and sustainable development and environmental management.

The Sustainable and Inclusive Growth Unit (SIG) works to promote inclusive, resilient and sustainable development and environmental management, implementing programmes and projects at the national, state/region, township and grassroots levels in Myanmar, and engages with a number of ethnic groups.

For effective communication and making project information and materials accessible in local/ethnic language, UNDP Myanmar plans to enter a Long Term Agreement (LTA) with a qualified translator/interpreter for providing timely and high-quality translation/interpretation services from English to Sgaw Karen and vice versa, as well as proofreading/editing documents and reports.



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

Please see Terms of Reference

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. SCOPE OF PRICE PROPOSAL AND SCHEDULE PAYMENTS

Fee proposal must be expressed as per the Financial Proposal – Breakdown of cost template attached.

6. EVALUATION

Individual consultants will be evaluated base of the cumulative analysis methodology. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

1. Responsive compliant acceptable
2. Having receive the highest score out of the below set of weighted technical and financial criteria.

*Technical Wight 70% and *Financial Criteria weight: 30%

Only candidates obtaining a minimum of 70 points in the technical evaluation shall be considered for the financial evaluation. The evaluation criteria that shall be as follow;

Criteria	Weight	Max Point
Technical	70%	100
Relevance of educational qualification		25
Sgaw Karen is his/her mother tongue/first language, and certified proof of writing skills in Sgaw Karen		25
2 years' experience with a proven track record in providing interpretation/ translation services from English to Sgaw Karen and vice versa		20
Demonstrated work experience with international organization including the UN, UNDP and INGOS		10
Computer Typing skills (Sgaw Karen and English)		10
Computer Skills (MS office Word, Excel, PowerPoint)		10
Financial	30%	100

Shortlisted candidates may be invited for a written test and/ or oral interview if it is required for technical evaluation.

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