



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference# 2019/UNDP-MMR/PN/093

Date: 13 September 2019

Description of the assignment:	Specialist on code of conduct and corruption risk management in public administration
Project name:	LEAP Project
Period of assignment/services :	14 October 2019– 13 March 2020
Duty Station:	Nay Pyi Taw, homebased, and in-country missions in Myanmar
Type of Contract:	Individual Contract (International)

Proposal should be submitted through UNDP Job website (https://jobs.undp.org/cj_view_jobs.cfm) or by email to (bids.mm@undp.org, mandatory subject title “Application for **PN093 Specialist on code of conduct and corruption risk management in public administration**”) no later than **25 September 2019**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to mmr.procurement@undp.org . 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.

1. BACKGROUND

UNDP Country Programme (2018-2022)

Myanmar has embarked on a major transition towards democracy, open economy and peace. The first UNDP Country Programme was delivered from 2013-2017. As a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, which will deliver on a large and relevant programme portfolio that is responsive to the main development challenges the country is facing. The UNDP Country Office in Myanmar is a key interlocutor and advisor to government across its portfolio and aims to expand its programming at the region/state and township levels in order to ensure stronger people focused institutions at all levels of government, as part of the effort to support Myanmar’s democratic transition, build and sustain peace, and promote more sustainable and inclusive development.

In the areas of democratic governance and peace, the new UNDP Country Programme Document is being implemented through the Governance and Sustainable Peace Team, including the following projects:

- Support to Effective and Responsive Institutions Project (SERIP)
- Support to Accountability and the Rule of Law Project (SARLP)
- Leadership, Effectiveness, Adaptability and Professionalism (LEAP) in Myanmar's Civil Service Project.

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

Please refer to Annex 1 (ToR for this assignment)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:	Master's degree in Economics, Public administration/public affairs, Law or a related area. A specialization on corruption prevention would be highly desirable.
Experience:	<ul style="list-style-type: none"> • Minimum 5 years of professional experience high-level/academic teaching activities in corruption prevention, public management, organizational studies for public administrations • Extensive experience in developing learning curricula, assessing training needs, creating training materials for capacity building activities and technical assistance to national Public Administrations in the field of corruption risk prevention; • Excellent track record in research and analysis on public management and corruption prevention in public administration; • Extensive experience as adviser to, or interlocutor with, ministers and senior civil servants, and other key stakeholders, especially in the design and development of policies, as well as implementation planning. • Excellent negotiation skills and in presentations at high level and academic international conferences, organising and leading seminars, managing workshops and conducting training sessions.
Language Requirements:	Excellent command of written and spoken English

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal: (Explaining why they are the most suitable for the work)

2. Financial proposal (Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP)
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*** Technical Criteria weight; [70%]**

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Points (total: 100 points)

Master's degree in Economics, Public administration/public affairs, Law or a related area. A specialization on corruption prevention would be highly desirable.	10
Minimum 5 years of professional experience high-level/academic teaching activities in corruption prevention, public management, organizational studies for public administrations	20
Extensive experience in developing learning curricula, assessing training needs, creating training materials for capacity building activities and technical assistance to national Public Administrations in the field of corruption risk prevention;	20
Excellent track record in research and analysis on public management and corruption prevention in public administration;	20
Extensive experience as adviser to, or interlocutor with, ministers and senior civil servants, and other key stakeholders, especially in the design and development of corruption prevention/integrity policies, as well as implementation planning.	15
Excellent negotiation skills and in presentations at high level and academic international conferences, organising and leading seminars, managing workshops and conducting training sessions.	15

*** Financial Criteria weight; [30%]**

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY