

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

2019/UNDP-MMR/PN/096

Date: 16 September 2019

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>National Consultant for Agriculture Livelihoods</b>
<b>Duty Station:</b>	<b>Sittwe and other project locations in Rakhine State</b>
<b>Period of assignment/services:</b>	<b>26 working days</b>

Proposal should be submitted to (either [bids.mm@undp.org](mailto:bids.mm@undp.org) or UNDP Jobs site <http://jobs.undp.org>) no later than **Wednesday 17:00 (Myanmar Time), 25 September 2019**. Email submission should state procurement notice number (2019/UNDP-MMR/PN/096) in the subject line.

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](mailto:mmr.procurement@undp.org), [5] days before the deadline for submission of proposal. 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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**BACKGROUND**

To address some of the main developmental challenges in Rakhine, UNDP is implementing a Joint Program with UNHCR and UN Women - Creating conditions conducive to the voluntary, safe, dignified and sustainable return of displaced persons from and within Rakhine State. The Joint Program, funded by the Government of Japan, will be implemented by UNDP, UNHCR, and UN Women in Rakhine State from April 2019 to March 2020. The Joint Program will deliver humanitarian and development assistance in the support to the Government of Myanmar (GoM)'s efforts towards comprehensive and durable solutions to the issue of displacement from and within Rakhine State, as well as of the GoM's implementation of the Rakhine Advisory Commission recommendations.

Complementing related initiatives implemented by the Participating United Nations Agencies (PUNOs) in Rakhine State, the Joint Program will aim to achieve four outcomes: (i) The Government of Myanmar is supported in its effort in creating conditions conducive for the voluntary, safe, and sustainable return of displaced persons from and within Rakhine State and to prevent and address statelessness; (ii) pending dignified solutions to displacement, critical humanitarian supports in the areas of protection, shelter, NFI, and camp coordination and camp management are provided to the camp population to ensure their dignified living conditions; (iii) Community priorities and needs are better met through inclusive and responsive service delivery, improved access to justice, and increased local development opportunities that promote social cohesion for men and women; and (iv) Women are empowered to engage in, contribute to, and benefit from community resilience, and

inclusive growth and development in Rakhine State.

Within the larger umbrella of an area based approach, UNDP and UN Women are also implementing a Joint Program on Women's Empowerment and Resilient Inclusive Communities in Rakhine (2018-2021), funded by the Government of Canada, which complements and builds on the joint project and focuses on promoting gender equality and women's empowerment for inclusive development and resilience building in Rakhine, strengthening cohesion, and improving access to justice, and strengthening more inclusive sub-national governance institutions. This Joint Program will also contribute to strengthen the gender-sensitivity of coordination between development and humanitarian initiatives in Rakhine.

UNDP's area-based programme approach in Rakhine (RABP) has a strong emphasis on promoting livelihoods and social cohesion for all communities in Rakhine State. The UNDP livelihoods approach is anchored in the "UN policy on employment creation, income creation and reintegration in post-conflict situations" which provides an operational framework for project interventions. Aiming to promote livelihood recovery through rehabilitating livelihood assets and generating income of vulnerable households, in the first phase from in April 2018 to March 2019, UNDP, in the partnership with three local CSOs, implemented cash-for-work (CfW) interventions in Pauktaw, Rathedaung, Mrauk U and Ponnagyun townships. The livelihood activity reached over 15,000 households in 88 villages and 27 village tracts in four townships.

Since April 2019, UNDP is implementing a new cycle of sustainable livelihood support to target population in Rakhine in a conflict sensitive manner. The sustainable livelihood activity aims to promote sustainable and inclusive economic growth in the target locations, with an emphasis on piloting gender-responsive agri-fisheries value chains and supporting market linkages where feasible, and conditions allow, on select product(s), increased women's access to markets, supporting climate-resilient diversified farming, fisheries based economic opportunities and micro and small businesses, while laying a foundation for building inter-community trust and social cohesion.

As a part of the overall sustainable livelihood activity, UNDP, in a partnership with MOALI and local CSO implementing partners, is piloting an intervention in Pauktaw township to promote farmers productivity and crops diversification aiming to improve small farmers income. Under this intervention, UNDP, in a coordination with relevant township line-departments and local CSOs, will provide water pumping units for agricultural/agriculture based livelihoods diversification to local farmer groups selected through a competitive call for applications, on- and off-farm support to established user groups as well build capacity of agriculture related township departments to plan and provide supportive extension services. To this end, UNDP is seeking for an experienced technical consultant to support agriculture based livelihoods to support the pilot intervention in Pauktaw, with possible replication/ scaling up in other townships.

## **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.

**Educational background: 15 points**

- University degree in agriculture studies (10 points)
- Master's degree in relevant field (5 points)
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**Relevant Experience: 60 points**

- Minimum 10 years of relevant experience in the national agriculture sector, with demonstrated experience with smallholder's irrigation support, home gardening and winter crops (15 points)
- Excellent understanding of the policy environment in Myanmar related to agriculture, vegetable farming, and irrigation (10 points)
- Demonstrated experience in conducting agriculture-related programming, or research related to agricultural development (10 points)
- Strong trainer's background and experience in institutional capacity building (5 points)
- Experience with community user group initiatives for agriculture and vegetable farming is an asset (10 points)
- Knowledge of agriculture sector in Rakhine State (10 points)

**Language skills and others: 25 points**

- Fluency in English and Myanmar language (10 points)
- Strong interpersonal and communication skills (spoken, written and presentational), including the ability to produce written reports in a clear, concise style, as well as to build and maintain effective partnerships (5 points)
- Willingness to travel in rural Rakhine by road or boat (5 points)
- Proficiency in office software packages (MS Word, Excel, PowerPoint, etc.) (5 points)

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)**



*Empowered lives.  
Resilient nations.*

**ANNEX 2 -GENERAL CONDITIONS OF CONTRACT**

**ANNEX 3 - P 11/CV for ICs**

**ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE  
INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**