



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/103

Date: 30 September 2019

Country:	Myanmar
Description of the assignment:	Local Consultant, Township Democratic Local Governance Project in Rakhine State
Type of Contract:	Individual Contract
Duty Station:	Thandwe, Rakhine state with travels to project townships in Rakhine State
Period of assignment/services:	1st November 2019 to 15 April 2020 (Maximum of 120 days)

Proposal should be submitted to (either UNDP Jobs site <http://jobs.undp.org> or bids.mm@undp.org) no later than **10 October 2019 (COB, Yangon)**. Email submission should state procurement notice number **(2019/UNDP-MMR/PN/103)** 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. 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.

Please kindly see all more information at the following link:

http://procurement-notices.undp.org/view_notice.cfm?notice_id=59693

BACKGROUND

The Rakhine Area-Based Project contributes to the new UNDP Country Programme 2018-2022 and its flagship projects, including the Support to Effective and Responsive Institutions Project (SERIP), Strengthening Accountability and Rule of Law Project (SARL), Governance for Resilience and Sustainability Project (GRSP), and Peace and Access to Justice Project. The Township Democratic Local Governance project (TDLG project) contributes to UNDP Country Programme (2018-2022) Output 1.1. Effective public institutions enabled to develop and implement evidence-based policies and systems that respond to the needs of the people, and Support to Effective and Responsive Institutions Project (SERIP).

The TDLG component of the RABP covers 5 townships (Thandwe, Ponnagyun, Gwa, Toungup, Ramree) but has been requested by Rakhine state government to expand the project to two additional townships, Munaung and Pauktaw in FY 2019/20. UNDP is therefore looking for a local Consultant to by providing technical support (a) in the expansion to the two new townships, and (b) in implementing the activities in Thandwe township.

The Consultant will work under direct supervision of Senior Technical and Management Specialist based in Rakhine State Government Office in Sittwe and in close collaboration with UNDP Field Office in Sittwe, UNDP TDLG team in Yangon, Government officials, technical advisors and experts, implementing partners, beneficiaries and civil society to support implementation of activities envisaged in Thandwe, as well as in Munaung and Pauktaw townships. The Consultant will be based in Sittwe with travels to Thandwe, Pauktaw and Munaung and other TDLG Townships in Rakhine, as required.

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.

Candidates should submit the following documents:

- a. Duly completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b. Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c. Technical proposal of the candidate and his/her understanding of the deliverables outline in the ToR.
- d. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. Note: If the candidate 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 candidate must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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 proposal evaluation (weight 70%) and financial criteria (weight 30%). Only candidates obtaining a minimum of 49 points from the technical evaluation will be considered for the financial evaluation.

Technical (from Technical proposal and CV/P11) points max	70 points
Bachelor's degree in development studies, peace and conflict, Laws, international relations, public administration or related field	10
At least 3 years of experience working with the Government, international organizations and/or civil society organizations in local governance field is required	20
Prior working experience with Myanmar Government's General Administrations Departments is a strong advantage	10



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Resilient nations.*

Technical proposal of the candidate and his/her understanding of the deliverables outline in the ToR	15
Good written and verbal English is required. Fluency in Myanmar and local language spoken in Rakhine is a must	15

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