



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/106

Date: 1 October 2019

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Consultant for drafting of pilots and multi-year action plan to implement the new Human Resources Management System (HRMS) in the Myanmar Civil Service (International Consultant)</b>
<b>Type of Contract:</b>	<b>Individual Contract</b>
<b>Duty Station:</b>	<b>Nay Pyi Taw, homebased, and in-country missions in Myanmar</b>
<b>Period of assignment/services:</b>	<b>25 October 2019 – 24 February 2020 (55 fee days delivered over 4 months)</b>

Proposal should be submitted to (either UNDP Jobs site <http://jobs.undp.org> or [bids.mm@undp.org](mailto:bids.mm@undp.org)) no later than **13 October 2019 (COB, Yangon)**. Email submission should state procurement notice number **(2019/UNDP-MMR/PN/106)** 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). 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=59741](http://procurement-notices.undp.org/view_notice.cfm?notice_id=59741)

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## BACKGROUND

The Government of Myanmar (GoM) is engaged in a wide-ranging and multi-faceted Civil Service Reform (CSR) agenda, defined by the CSR Strategic Action Plan launched in July 2017. The CSR initiative aims to transform Myanmar's administrative machinery into one that is results-oriented, ethical, meritocratic and people-centered.

The CSR Strategic Action Plan is built around four pillars:

1. Improving the governance of the Civil Service: fostering the transition to a client and service oriented culture through institutional, regulatory and procedural change;
2. Enhancing integrity, meritocracy, equality and performance: creating the conditions for improving recruitment, retention and promotion of skilled, knowledgeable and high performing individuals, consistent with the overarching goal of transparency, accountability and inclusiveness;
3. Effective and efficient Civil Service: encouraging the acquisition of skills and knowledge through a commitment to training and professional development;
4. Promoting transparency and accountability in the Civil Service: establishing mechanisms to improve people-centered services and reduce corruption and bribery.

The 'Perception Survey on Ethics, Meritocracy and Equal Opportunities' undertaken by UCSB with the support of UNDP in 2016 identified the need to improve Human Resources Management (HRM) systems as a priority for structural reforms. Pillar II of the CSR addresses these recommendations and pinpointed the need to improve existing systems and procedures, notably the Recruitment, Selection, Promotions, postings/transfers and the performance evaluation systems.

Improvements have already been recorded by UCSB in the various systems, notably in the selection process with a new screening processes of the entry-level candidates and a job portal under construction, and in performance evaluation, with a revamped evaluation criteria. Moreover, with support from UNDP, competency frameworks and Job Description guidelines were devised to serve as the basis for new recruitment and selection processes and 5 position papers and toolkits on Recruitment and Selection, Promotions, Postings/transfers, Performance evaluation system and Human Resources Planning were developed.

The papers have been consolidated in one strategic document entitled "Human Resources Management (HRM) Systems improvement in the Myanmar Civil Service" that is currently under review by the UCSB. These have been first steps to improving meritocratic practices and ensuring fairness and equal opportunities in recruitment and promotion processes, but guidance on the implementation of the proposed improvements to the overall system is still needed.

UNDP's LEAP project aspires to provide support to the UCSB and more broadly to the Government of Myanmar to modernize its HRM systems, with the aim of upholding merit-based, performance-driven and gender sensitive selection, recruitment, promotion,

posting/transfers and performance management systems.

**This consultancy intends to support the UCSB in adopting the improved HRM practice by 1) drafting a Civil Service Staff manual introducing specific guidelines for implementation of the new HRM system; 2) draft supporting documents and training manuals for all civil servants for the application of the Civil Service Staff Manual.**

## 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.

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Technical proposal covering why the consultant is most suitable for the work and the approach to completing the assignment; the CV of the consultant 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) Financial proposal: lump sum in US dollars which is all inclusive, for example covering professional fees, living allowances and transport costs, along with other incidental costs. A financial proposal form is provided with the letter of confirmation and availability. 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 evaluation (weight: 70% Desk review) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 49 point from the technical evaluation would be considered for the financial evaluation.
- Financial Evaluation: All technically qualified proposals will be scored out of 30. The maximum points (30) will be assigned to the lowest financial proposal.

Criteria	Points (total: 70 points)
Master degree in human resource management, organizational development, business administration, or equivalent.	10
Minimum 10 years of professional experience in overseeing the development and implementation of the human resources policies, procedures and practices including the development of Civil service staff manual	20
Experience in developing HRMS training manuals and creating training materials for policy implementation;	20
Experience in working with different departments in an advisory or consultancy role, assisting them to understand and implement policies and procedures, especially in the design and development of HRMS policies, as well as implementation planning	20
Past experience in the civil service is highly desirable and experience undertaking developmental assignments in Myanmar would be an asset	asset