

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/112

Date: 7 October 2019

Country:	Myanmar
Description of the assignment:	International Consultant- ABS Information Technology Specialist
Duty Station:	Home-based with travels to Nay Pyi Taw and Yangon
Period of assignment/services:	30 working days

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **Monday 17:00 (Myanmar Time), 21 October 2019**. Email submission should state procurement notice number (2019/UNDP-MMR/PN/112) 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, [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.

BACKGROUND

The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS), an agreement under the Convention on Biological Diversity, was adopted on 29 October 2010 in Nagoya (Japan) and entered into force on 12 October 2014, it provides a transparent legal framework for the effective implementation of the 3rd objective of the Convention on Biological Diversity (CBD). The Protocol applies to genetic resources that are covered by the CBD and to the benefits arising from their utilization, it also covers traditional knowledge (TK) associated with genetic resources held by indigenous and local communities. Parties to the Nagoya Protocol need to fulfill core obligations to take measures in relation to access to genetic resources, benefit-sharing and compliance.

A global GEF project “Strengthening Human Resources, Legal Frameworks, and Institutional Capacities to Implement the Nagoya Protocol” was formulated by UNDP with the participation of 24 countries from Eastern/Central Europe, Arab Countries, Africa and the Asia-Pacific regions. Myanmar is one of participating countries in this project. The project has the objective of assisting countries in the development and strengthening of the national access to genetic resources and benefits-sharing (ABS) frameworks, human resources and

administrative capacities to implement the Nagoya Protocol. The project duration will be for three years starting from mid of 2017 and three components will be implemented:

- i Strengthening the legal, policy and institutional capacity to develop national ABS frameworks
- ii Building trust between users and providers of genetic resources to facilitate the identification of bio-discovery efforts
- iii Strengthening the capacity of indigenous and local communities to contribute the implementation of the Nagoya Protocol.

UNDP is providing technical advice and assistance to the Government of Myanmar to meet its commitments under this project. The Environmental Conservation Department (ECD) under the Ministry of Natural Resources and Environmental Conservation is the “National Focal Point” responsible for leading this project on behalf of the Government of Myanmar.

The ABS instruments should be based on the findings and recommendations of the national assessments, gap analyses and consultations with key national and local stakeholders as indicated in the Project Document of the Global ABS Project. The specific problem that this project will seek to address is the lack of a functioning national legal, policy, and institutional framework that will enable the equitable sharing of benefits from the use of genetic resources and traditional knowledge (TK) between the state (national and state governments), commercial interests, and the owners and custodians of these resources and TK (such as Indigenous and Local Communities [ILCs]). This issue is compounded by the lack of trust between users and providers of genetic resources that prevents unleashing the potential of genetic resources as a source of innovation, biodiversity conservation, market development, and poverty alleviation.

The inception workshop organized in August 2017 and a draft analysis report on Traditional Knowledge in Myanmar has been prepared and presented to selected stakeholders in February 2018. Following the activities of formation of Competent National Authorities (CNAs), training workshop for the government officials and knowledge sharing sessions for researchers and local communities were conducted in January, June and September 2019.

The first draft of ABS National Policy Framework and associated guidelines were produced and consulted with multi-stakeholders in September 2019. In order to take the project implementation forward, UNDP Myanmar is looking for a reputable National Consultant as a Technical Specialist to support the development of a web platform with relevant ABS information, or a national biodiversity clearing house mechanism (CHM) with ABS-related information for implementation of the project in Myanmar while working closely with

counterparts at the Ministry of Natural Resources, and Environment Conservation and UNDP.

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.

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.

Educational background: 10 points

- At least Bachelor's degree in Computer Studies, Information Systems or related field with 5 years relevant experience

Relevant Experience: 55 points

- A good understanding of the ABS CH would be an advantage
- Experience in designing and implementing information management systems
- Experience in training diverse stakeholders on the use of information management systems and information technology

Language skills: 5 points

- Excellent English language skills with strong technical writing skills
- Excellent command of written and spoken Myanmar language

The contract shall be awarded to the applicant who receives the highest cumulative score.



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Resilient nations.*

ANNEX 1- TERMS OF REFERENCES (TOR)

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**