

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/135

Date: 23 October 2019

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>International Consultant- Resilience building and DRM policy specialist</b>
<b>Duty Station:</b>	<b>Yangon with frequent travel to Rakhine and Nay Pyi Taw</b>
<b>Period of assignment/services:</b>	<b>5 months</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 **Friday 17:00 (Myanmar Time), 1 November 2019**. Email submission should state procurement notice number (2019/UNDP-MMR/PN/135) 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

UNDP Myanmar is implementing its Country Programme for 2018-2022. Integrated programming has guided the design of the new programme in order to better address the inter-linkages between peace-building, governance, natural resource management and disaster resilience, inclusive growth, and the vertical linkages between subnational and national governance levels.

The Governance for Resilience and Sustainability Project (GRSP), under the Sustainable and Inclusive Growth portfolio, is designed to help the Government of Myanmar (GoM) implement recent policy reforms related to environmental governance, climate change and Disaster Risk Reduction (DRR), to ensure that economic growth in Myanmar is more inclusive, resilient and sustainable. The project recognises that environmental degradation, when combined with natural disasters and effects of climate change, undermines the attainment of inclusive and sustainable growth. Through GRSP, UNDP will continue its support to the implementation of the new National Environmental Policy (NEP), Myanmar Action Plan for Disaster Risk Reduction (MAPDRR) and Myanmar Climate Change Policy and Climate Change Strategy and Master Plan (MCCSMP) at the Union and sub-national levels.

GRSP fulfils the multifaceted and multi-scalar needs of government regarding resilience building through the following initiatives.

Firstly, under Output 1 of the result framework, GRSP will work closely with the Department of Disaster Management (DDM) to establish a new Disaster Risk Management (DRM) policy. In order that the formulation process of a DRM policy is based on rigorous analyses of the local contexts and a strong methodology, UNDP seeks to form the basis of policy development through rapport building with DDM and other relevant departments and quick review of relevant materials and case studies.

Secondly, UNDP Myanmar together with UNHCR, and UN Women, with support from the UN Resident Coordinator's Office (RCO), is implementing a joint programme – '*the Project for humanitarian and development assistance to help create conditions conducive to the return of displaced persons from and within Rakhine State and to promote resilience-based development*' in Rakhine State from April 2019 to March 2020. The joint programme is aligned with the Rakhine Advisory Commission recommendations, the committed support to the Tripartite Memorandum of Understanding on creating conditions conducive to the return of displaced persons from and within Rakhine State, and at supporting recovery and resilience-based development for the benefit of all communities living in the state, and the United Nations' long-term engagement towards Myanmar and Rakhine. The project will seek to contribute to address the root causes of displacement, underdevelopment and poverty and of the lack of trust between people and government, while providing humanitarian support to displaced individuals and preparing the possible return of refugees to Rakhine.

This joint approach between UNDP, UNHCR, UN Women, and the RCO aims to support the Government of Myanmar's efforts in developing and implementing comprehensive and durable solutions to the issue of displacement from and within Rakhine State, and in implementing the RAC recommendations for more inclusive peace-oriented, resilience-based development in coordination with all other UN agencies active in Rakhine. To enable this, the intervention aims to strengthen participatory governance and the rule of law, to promote social cohesion and the development of resilient livelihoods, and to provide direct humanitarian support to displaced populations in a manner that empowers women and promote gender equity. It will further provide critical humanitarian support to ensure dignified living conditions in camps solutions to displacement are in place. The approach builds upon the two joint *projects Inclusive Development and Empowerment of Women in Rakhine State and Joint UN Response to the Humanitarian Crisis in Rakhine State supported by Japan from April 2018 to March 2019*.

The implementation of the JP's sub-activity on resilience building including through promoting sustainable resilient livelihoods, developing DRR plans, or mainstreaming

DRR/CCA in participatory Township development planning processes is anchored to GRSP. It will complement GRSP's Output 4 which aims for local climate change and disaster risk issues to be addressed through subnational implementation of innovative policies and action plans.

Under Output 4 of GRSP, an initiative for technical support to DRR and CCA mainstreaming had been initiated in 2018 and will be further supported under this JP aimed at supporting Rakhine State Government (RSG)'s resilience building endeavour. Recent studies indicate that local communities in Rakhine have been exposed to multiple stresses and disasters that disclose what one might label as a ratchet effect of vulnerability. This effect refers to a vicious circle through which households suffering from each succeeding disaster use up already lacking resources, and hence to cope with future disasters/shocks is getting more challenging. In the case of Rakhine, the ratchet effect is unfolding in a compressed manner that affected communities require immediate support in minimising the long-term impacts of crises and disasters and returning quickly to a sustainable development trajectory. The importance of combining humanitarian and development approaches comes to the fore (see UNDP Strategic Plan, 2018-2021).

Building on the draft framework for state level DRR and CCA mainstreaming, which will be continuously refined through local application, UNDP will support Rakhine State Government through capacity building/training on DRR/CCA mainstreaming and resilience building in selected Townships in Rakhine. It will also seek to undertake a detailed livelihoods needs assessment leading to provide recommendations that seek to inform and define a vision for sustainable and resilient livelihoods in Rakhine including identifying specific gaps for institutional capacity development towards building resilience. This work will also inform the implementation of UNDP's upcoming Reducing the Climate Vulnerability of Coastal Communities through Ecosystem Based Adaptation (EBA) project in Rakhine State.

In order to implement these key activities and achieve desired outputs that will ultimately contribute to the achievement of the JP's Outcome D1, as well as GRSP's objectives of supporting the implementation of MAPDRR at the Union and sub-national levels, the services of a Resilience Building and DRM Policy Specialist are therefore sought.

## **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

- Masters degree in a relevant field, such as disaster risk reduction and climate change adaptation, social science, sociology, development studies or any related discipline

### Relevant Experience: 55 points

- Minimum 7 years of relevant international experience in planning and managing technical cooperation strategies and programmes/projects relevant to DRR/CCA, sustainable livelihoods recovery and resilience building (15 points)
- Previous experience in Myanmar is required, and past experience in Rakhine State will be considered a strong asset (10 points)
- Experience in livelihoods recovery and livelihoods assessments in post-conflict/crisis or post-disaster situations (10 points)
- Experience in designing, facilitating and managing relevant training and capacity building interventions including through participatory processes (10 points)
- Demonstrated leadership, facilitation and coordination skills, ability to manage technical and project teams, and proven ability to work effectively in multi-disciplinary and multi-cultural teams (3 points)
- Good understanding of gender-related issues and dynamics (3 points)
- Strong interpersonal and written and oral communication skills (2 points)
- Ability to work independently, deliver timely and quality products and results (2 points)

### English language skills: 5 points

- Fluency in English required

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



**ANNEX**

**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**