



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/145

Date: 2 November 2019

Country:	Myanmar
Description of the assignment:	Curriculum Developer – Land and Dispute Resolution (National Consultant)
Type of Contract:	Individual contract (National)
Duty Station:	Home-based, with travel possible to Rakhine as required
Period of assignment/services:	25 November 2019 - 31 March 2020 (59 working days)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **17 November 2019, 24:00 hr (COB, YANGON)**. Email submission should state procurement notice number (**2019/UNDP-MMR/PN/145**) 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.

BACKGROUND

The Strengthening Accountability and Rule of Law (SARL) Project supports the Government of Myanmar to improve public trust in state institutions at a critical time in Myanmar's transition. Building on the clear initiative of all three branches of the Government of Myanmar to promote transparency and accountability, the project helps to strengthen institutional frameworks and capacities for good governance. SARL is organized into three thematic intervention areas: (1) Anti-Corruption, (2) Parliament, and (3) Rule of Law and Human Rights.

Within the Rule of Law and Human Rights component, SARL supports institutional capacity of formal justice sector institutions to provide higher quality, more accessible and responsive legal services to the public and to other government entities. Since late 2018 SARL has also been active in several townships in Rakhine to improve legal awareness at community level on housing, land and property (HLP) rights and gender-based violence, and to provide legal

assistance through national legal aid providers.

In this context, SARL proposes to deliver programmes of training targeting Ward/Village Tract Administrators (W/VTAs), Township Administrators and Department Representatives in Rakhine State. The training will cover land laws and land administration, mediation and negotiation skills, and fair trial standards, and will aim to reach all W/VTAs and key township officials in the five townships where TDLG Project is currently operational (Gwa, Toungup, Thandwe, Ponnagyun, Ramree), subject to local conditions.

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.

Interested persons are requested to submit the following documents:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Personal CV**, indicating all experience relevant to this assignment, as well as the contact details (email and telephone number) of the Candidate and at least three professional references.
- c) **Cover Letter**, outlining how the candidate considers themselves suitable for the assignment
- d) **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 this, 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

UNDP will use a combined scoring method, in which the technical proposal (the candidate's CV + cover letter) will be weighted at 70% and the financial proposal at 30%. The technical proposal will be evaluated according to the following criteria:

Criteria	Points
Relevant educational background	10
Expert knowledge and practical experience in land rights issues, HLP rights, rule of law and access to justice in Myanmar	20
Good understanding of how gender and marginalisation relate to land rights and access to justice in Myanmar	
Strong familiarity with all relevant land-related laws in Myanmar, and with dispute resolution principles and processes	20



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	Experience in developing training materials and curricula	15	
	Excellent command of both Myanmar and English languages (written and spoken)	5	
	Financial Proposal	30	
	Total	100	