



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref: 2014/UNDP/PN-MMR/15

Date: 28 March 2014

Country : **Myanmar**

Description of the assignment: **Professional Services for English Proficiency Courses**

Period of assignment/services: **May to August 2014.**

Duty Station : **Nay Pyi Taw, Myanmar**

Proposal should be submitted at the following address Procurement Unit, UNDP Myanmar, No. 6, Natmauk Road, Tamwe Township, Yangon or by email to registry.mm@undp.org no later than **11 April 2014.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *The 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.*

1. BACKGROUND

Under the framework of UNDP Country Programme (2013-2015), UNDP has rolled out its Disaster Risk Reduction (DRR) Programme in 2013. The main focus of this DRR Programme is to strengthen disaster risk management institutions, systems, networks and mainstreaming DRR into development planning. The programme also emphasizes on developing the technical and functional capacity of the government personnel who engage in disaster risk management.

As part of this programme, the Relief and Resettlement Department (RRD) is the implementing partner of UNDP. Due to emergent needs of English competencies in dealing with international organization and in order to explain the scenario effectively with the international partners, officers of Relief and Resettlement require at least basic English language skills. In this connection, UNDP plans to offer an English Proficiency Courses for the staff of Relief and Resettlement Department.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Please refer to TOR attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please refer to TOR attached.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why the Consultant is the most suitable for the work
- (ii) Provide a brief methodology on how the Consultant will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

Fees

The financial proposal shall the consultancy fees and all costs in relation to the scope of work

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. UNDP will not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses shall agreed upon, between UNDP and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

*a) responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70 points in the technical evaluation would be considered for the Financial Evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2-FINANCIAL PROPOSAL FORM

ANNEX 3- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS