



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2014/UNDP-MMR/PN/038

Date: 18 July 2014

---

<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>National Consultant to support to the Implementation of Institutional Support Grants to the Township Leading Groups</b>
<b>Period of assignment/services (if applicable):</b>	<b>60 days/3 months (For details, please see TOR attached)</b>
<b>Duty Station:</b>	<b>Yangon with travel to regional capitals and townships in Myanmar</b>

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe, Yangon or by email to [registry.mm@undp.org](mailto:registry.mm@undp.org) no later than **Monday, 28 July 2014**.

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

---

### 1. BACKGROUND

For over 2 decades, UNDP's Country Programme in Myanmar (owing to restrictions placed by the UN General Assembly and UNDP's Executive Board, **(GA/EB)** has focused predominantly on livelihoods and food security activities through its flagship Human Development Initiative **(HDI)**. At the height of the HDI initiative, over 8,000 villages in 63 townships across Myanmar received assistance and more than **5503 SRGs** were formed. Subsequently and as noted in the independent evaluation of the HDI transition (concluded in 2013), more than 170 Cluster Leading Groups (CLGs) and 28 Township Leading Groups (TLGs) were formed as part of the HDI transition activities. As of April 2014, 31 TLGs exist as apex institutions of village based SRGs. These TLGs support some **112 cluster groups** which in turn are comprised of **1979 SRGs**. In total, some 22,000 women are part of the 3 tiered organizational structure based out of 31 Townships in the country.

UNDP now intends to implement a grant facility to support the institutional development and capacity building of the 31 TLGs with the intention that they evolve into more stable and recognized Community Based Organizations (CBOs). A recent study in 2014 further compliments the logic of the approach and sees potential for these TLGs to play leading roles in advocating specific issues on improving rural development and the advancement of women in leadership roles. It also proposes the formation of a national network of TLGs that will give national level prominence and visibility to these TLGs. However there are various limitations in the capacity of the TLG leaders to receive and implement the grant to achieve the intended outcomes. Thus the primary objective of this consultancy

is to create awareness amongst the beneficiaries (i.e. the 31 TLGs) on the requirements of the grant support mechanism and the criteria in which they would qualify to receive this support. Further the registration of the TLGs and the setting up of bank accounts is seen as the primary outputs of this assignment.

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

Please refer to TOR attached.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Please see TOR attached.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Proposal:
  - (i) Explaining why the Contractor is the most suitable for the work
  - (ii) Provide a brief methodology on how they will approach and conduct the work
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references
4. P-11
5. 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.

## **5. EVALUATION**

Individual Consultants will be evaluated based on the following methodology.

### Cumulative analysis

*The award of the contract shall 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*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

Please see detailed Technical Criteria in TOR.

Only candidate obtaining a minimum 70 points in the technical evaluation will be considered for the Financial Evaluation.

## **ATTACHMENTS**

**ATTACHMENT 1- TERMS OF REFERENCES (TOR)**

**ATTACHMENT 2-GENERAL CONDITIONS OF CONTRACT**

**ATTACHMENT 3- P 11 for ICs**