



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2014/UNDP-MMR/PN/042

Date: 31 July 2014

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| Country: | Myanmar |
| Description of the assignment: | International Consultant for Review of Poverty Score Card for Poverty Targeting |
| Period of assignment/services (if applicable): | 33 days (For details, please see TOR attached) |
| Duty Station: | Yangon with travel to states/regions |

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe, Yangon or by email to registry.mm@undp.org no later than **Tuesday, 12 August 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 consultants.

1. BACKGROUND

Through its long presence in Myanmar, UNDP has collected valuable experiences and learning in promoting sustainable livelihoods and promoting socio-economic development of poor communities. Through its Human Development Initiative (HDI), and specifically, its ICPD- (Integrated Community Development Project) and CDRT (Community Development for Remote Townships) projects, UNDP has provided livelihood assistance to the poor and most vulnerable communities in over 5,000 villages, spread over 1,200 Village Tracts in 51 Townships in the country. 'Improved Livelihoods and Social Cohesion' Project (Output 5 of Pillar 1 of the UNDP Myanmar Country Programme Document 2013-2015) is programmed to address social cohesion issues in Myanmar, and is targeted across 300 villages across 07 ceasefire and high-poverty states.

The 'Improved Livelihoods and Social Cohesion' Output has used the Simple Poverty Score Card (SPS) as part of its assessment and village-planning exercises for identifying poor households at the village level for social-protection assistance. The SPS was developed using base-data from the Integrated Household Living Conditions Assessment (IHLCA) (2009-2010).

UNDP's partners in government and in the development community have expressed their interest in learning more about the use and relevance of the tool and in strengthening their capacity for using it as part of their poverty assessments and for poverty targeting. UNDP's partners and staff have had mixed experiences with the SPS. It is important to assess the use of the SPS in UNDP's own programming and to share these findings with its partners, before initiating capacity-strengthening or training activities on the tool. This kind of assessment can potentially be a valuable contribution to ongoing discussions on poverty alleviation and social protection and feed into the broader policy discussions on tools for poverty targeting.

Against this background, UNDP wishes to identify a consultant to conduct a review of the SPS for poverty targeting, both by UNDP (under the 'Improved Livelihoods and Social Cohesion' Output) and other development organizations. The review should a) examine the SPS tool for usefulness and relevance to context; b) assess the administration of the SPS tool for effectiveness in determining beneficiary eligibility; and c) make recommendations for revising the SPS to fit in current context/changes. The review should also examine other poverty targeting tools being used in Myanmar by other development organizations.

The consultant will engage with UNDP at Yangon and area level to understand the current scope of community recovery and livelihood activities. The Consultant will also meet with UNDP's Senior Economic Advisor and personnel attached to the IHLCA exercise, to also assess the need to validate the base-data, given the significant changes to socio-economic context. The Consultant will need to visit the selected target locations and hold discussions with UNDP staff and Implementing Partners (IPs) to learn about their experiences in administering the SPS; conduct focus-groups discussions (FGDs) in target locations with CBOs and beneficiaries to test SPS targeting against local knowledge; validate the relevance of indicators already specified in the SPS and suggest required changes; meet with selected number of other development actors (government and non-governmental) to study other tools in use; prepare a report with findings and conclusions; and present the report to government officials and development partners.

The process of the assignment should be consultative. In the field, the consultant should facilitate discussions with local stakeholders and community members. The field locations to be visited will be identified in consultation with UNDP. UNDP will organize all meetings and related logistics.

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 Consultant must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

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

2. Financial proposal

3. Personal CV including past experience in similar assignments carried out for other organizations and at least 3 references

4. 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. FINANCIAL PROPOSAL

Fees

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

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 as Annex- 4

6. EVALUATION

Criteria for Technical Evaluation and Obtainable Score (Total 100 points)

- Professional experience – 20 points
- Experience specific to poverty research – 10 points
- Knowledge of/prior experience in Myanmar and region – 10 points
- Research skills – 10 points
- Technical Proposal – 50 points

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%*

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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2-GENERAL CONDITIONS OF CONTRACT

ANNEX 3- P 11 for ICs

**ANNEX 4- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE
INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**