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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2014/UNDP-MMR/PN/07

Date: 18 February 2015

Country:	Myanmar
Description of the assignment:	Weaving/Textile Specialist
Period of assignment/services (if applicable):	60 working days (For details, please see TOR attached)

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, 3 March 2015**.

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

The UNDP Myanmar country programme, as part of its 'Pillar 1' Local Governance programme, includes under its Output 4 (Strengthened institutional capacity of institutions to support sustainable livelihoods and reintegration programs) activities targeted to enhance institutional capacity to create employment opportunities, particularly for women and youth.

One notable vocational training institution is the 100-year old Saunder Weaving School located in Amarapura Township in Mandalay Region. Weavings from Amarapura have a long history of being of high quality and the school enjoyed many years as a great vocational school producing high quality students. Now approaching its anniversary, the school's importance and relevance to the region and the weaving sector overall has waned, as its infrastructure, machines and techniques have all become outdated.

The Small Scale Industries Department (SSID) in the Ministry of Co-Operatives developed a plan to upgrade the school to become the Saunder Weaving and Training Institution to include both weaving and training in other vocational sectors. On the request of SSID, UNDP commissioned an institutional capacity assessment of the school in March 2014. It was recommended that the focus should be solely on transforming the school into a Weaving Center of Excellence, to serve as the country's core place for modern and up-to-date skills development methods in textiles and weaving, to preserve the rich



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culture of textiles in Myanmar, and to produce graduates of substantial capacity ready to enter various areas of the textile sector. Establishing a Weaving Centre of Excellence would be under all circumstances a comprehensive project with a variety of components, including mission refinement; institutional capacity development; infrastructure set-up, curriculum development and management reorganization, over an estimated 4-5 year period.

UNDP agreed to develop a project document as a reference for the government, that can serve as an implementation guidance and could be used to attract development partners (DPs) for support. A number of DPs (ADB, GIZ, UNESCO, ILO and SDC) are involved in the Technical and Vocational Education and Training (TVET) sector working group, established as part of the Comprehensive Education Sector Review (CESR) process, launched in October 2012.

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 Explaining why the consultants is the most suitable for the work
2. Financial proposal including number of days required to complete the assignment
3. Methodology and approach
4. Personal CV including past experience in similar assignments carried out for other organizations and at least 3 references
5. P-11

**** 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

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



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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 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

Criteria for Technical Evaluation with Obtainable Score of 100 points will be as follows:

- Qualifications of Offeror : (5 points)
- Experience of Offeror:
 - Multi-years working experience and in-depth knowledge of weaving and textile sectors, familiarity with traditional weaving methods and skills;(10 points)
 - Proven track record of curriculum development for specialized institutions of higher learning;(5 points)
 - Proven track record in market research and thorough understanding on market research methodology;(10 points)
 - Experience in education sector issues, with specific experience in TVET policy; (5 points)
 - International experience - preferably including South East Asia, experience of working in Myanmar is an asset. (5 points)



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- Proposed Methodology, Approach and Implementation Plan (30 points)
- Financial Proposal (30 points)

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**