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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref: 2015/UNDP/PN-MMR/012

Date: 28 February 2015

Country: **Myanmar**

Description of the assignment: **International Consultant, Sensitization Training for all UN staff in Myanmar**

Period of assignment/services: **90 Working Days  
(75 days of training and 15 days of report preparation)**

Duty Station: **Yangon with travel to 12 field locations, 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](mailto:registry.mm@undp.org) no later than **Friday, 6 March 2015**.

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

- a) The UNCT, under the Human Rights Up Front and with financial support from the Human Rights Mainstreaming Project, is conducting one-day sensitization trainings for all UN staff in Myanmar. The training includes basic human rights, humanitarian principles, conflict sensitivity training and PSEA. A training of trainers was conducted in 2014, training approximately 20-25 inter-agency staff to be able trainers in the field. Three trainings were successfully conducted in 2015, but due to constraints in availability of the staff trained, the one-day sensitization could not be rolled out as quickly as envisaged. As a result, it was decided that a consultant would be engaged to support the rolling out of the one-day sensitization training.
- b) The training is of key importance, not only because it responds to an important



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global initiative, launched by the Deputy Secretary General, the Human Rights Up Front, aiming to raise awareness of all UN staff of the basic principles of human rights and UN standards and norms. The training is further important as Myanmar, as a country that has been closed for 60 years, the basic principles of the UN, including concepts of non-discrimination, equality, etc. are not readily understood. Since Myanmar is plagued by communal tensions and the UN is conducting some of its work in very complex and difficult settings, it is of key importance that the UN staff have the understanding of what is expected from them in terms of standards and norms.

## **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
  - a. Explaining why the consultant is the most suitable for the work
  - b. 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 three references.



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## 5. FINANCIAL PROPOSAL

### **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

### **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 agree upon, between UNDP and Individual Consultant, prior to travel and will be reimbursed

## 6. EVALUATION

*This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner :*

- *Lowest price method – where the award will be made to the qualified/responsive individual who offered the lowest price.*

## **ANNEX**

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

**ANNEX 2 - P-11 for ICs**

**ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND  
AVAILABILITY FOR THE INDIVIDUAL CONTRACT (IC) ASSIGNMENT**

**ANNEX 4 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**