



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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2015/UNDP-MMR/PN/23

Date: 9 April 2015

Country:	Myanmar
Description of the assignment:	International Consultant –Technical and Programme Support for Implementation of Women’s Empowerment Project
Duty Station:	Yangon with travels to remote areas
Period of assignment/services (if applicable):	100 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 **Friday, 26 April 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

Under UNDP Myanmar’s Pillar 1 Local Governance Programme, Output 2 focuses on Civil Society and Media support. The effective participation of Civil Society Organizations (as representatives of the people) and the Media (as one of the organizations concerned with transparent, credible and accurate reporting of local news) is an integral element of sustainable human development and local governance. UNDP’s overall programme strategy for Myanmar (2013 – 2015) is aligned with the priorities of the Myanmar government and aims to support an enabling environment for development to reach out to all, democracy to flourish and citizens to realize their basic human rights.

As highlighted by UNDP’s Local Governance Mapping and other studies, women’s engagement with and participation in local governance remains extremely low in Myanmar, and particularly in rural areas. This holds back achievement of Myanmar’s broader development goals. Output 2 places special emphasis on empowering rural women’s leadership in communities and their engagement in local development and monitoring of public service delivery, working with the federated Self-Reliant Groups (SRGs), represented at township level by Township Leading Groups



(TLGs), and increasingly supporting women's leadership development through CSO and Media networks.

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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. Technical Proposal -Methodology and approach
3. Financial proposal –all inclusive lump sum price supported by a breakdown of costs
4. Personal CV and P-11 including past experience in similar assignments carried out for other organizations and at least 3 references
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 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.

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



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6. EVALUATION

Criteria for Technical Evaluation and Obtainable Score (Total 70 points)

- a) Educational Qualifications- 10 points
- b) International Development Work Experience (Myanmar) -15 points
- c) Experience in founding/leading social initiatives (to inspire, motivate women)-10 points
- d) Demonstrated familiarity with women's issues, women's organizations/networks, and women's empowerment approaches (Myanmar or similar)- 10 points
- e) Demonstrated creative talent/experience working with inspiring, creative figures, (Myanmar or similar) -10%
- f) Innovation and creativity demonstrated in technical- 25%
- g) Soundness of Technical Proposal Methodology and approach- 20%

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**