



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2015/UNDP-MMR/PN/027

Date: 24 April 2015

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Technical support and Advisory Services Finance (For Myanmar Nationals only)</b>
<b>Number of posts:</b>	<b>1</b>
<b>Period of assignment/services (if applicable):</b>	<b>5 months (For details, please see TOR attached)</b>
<b>Duty Station:</b>	<b>Yangon</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, 4 May 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 contractors.

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### 1. BACKGROUND

UNDP Myanmar's Finance unit supports the development clusters of the country office by providing timely and high quality financial administrative services, including board activities like isbursements, budgeting, cost recovery and oversight activities and also handling payroll and disbursement services for both resident and non-resident UN Agencies.

Under the overall guidance of the Deputy Resident Representative and the direct supervision of the Officer-in-charge of Finance Unit, the consultant overseas the financial resources of the UNDP Myanmar, accurately and adequately documents financial information, effectively delivers financial services, and ensuring transparent utilization of financial resources and effective financial controls in the CO. The consultant also analyses and authoritatively interprets the UNDP financial rules and regulations, provides solutions and advises on a wide spectrum of complex financial management and financial control issues.

The consultant coordinates with the financial management team consisting of local professional and support staff in providing the financial services. S/he works closely and actively fosters collaboration between the various CO units and the project teams, HQ staff and government officials, ensuring a successful financial performance of the UNDP country office.

## **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. Application letter explaining why the Contractor is the most suitable for the work
2. Personal CV including past experience in similar projects and at least 3 references
3. P-11
4. Financial proposal

## **5. EVALUATION**

Individual Consultants will be evaluated based on the following criteria:

1. Experience in Treasury Services: 10 points
2. Knowledge of UN Financial rules and regulations including travel policies: 10 points
3. Strong skills in spreadsheet, knowledge of web-based management system (ERP/ATLAS): 20 points
4. Experience in processing of international staff entitlements : 20 points
5. Experience processing payments of UN Agencies: 20 points
6. Prior experience in Country Office Finance: 20 points

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

## **ANNEX**

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

### **ANNEX 2-GENERAL CONDITIONS OF CONTRACT**

### **ANNEX 3- P 11 for ICs**