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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2015/UNDP-MMR/PN/32

Date: 11 May 2015

Country:	Myanmar
Description of the assignment:	National Consultant for midterm evaluation of Country Programme (CP) – Country Programme Action Plan (CPAP) 2013-2017
Duty Station:	Yangon,
Expected Places of Travel (if applicable):	Naypyitaw, and selected townships (to be discussed with evaluators and Programme Managers)
Period of assignment/services (if applicable):	June 2015 – September 2015 (with 35 effective working days)

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 **Monday, 1 June 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

June 2015 marks the mid-point of the UNDP Myanmar country programme. The UNDP Country Programme Document (CPD) 2013-2015 was approved by the Executive Board in January 2013 for the period 2013-2015, and extended in January 2015 to 2017. It defines three outcomes, which represent the anticipated development changes to be achieved after a five-year period, at the end of 2017. A Country Programme Action Plan, CPAP (2013-2015, extended to 2017) was subsequently derived from the CPD.¹ The CPAP is UNDP's main programme monitoring instrument, detailing outcomes, outputs, with measurable annual targets, baselines and indicators. The CPAP has three programme components and 3 outcomes. The three programme

¹ The CPAP was signed by the Deputy Minister for National Planning and Economic Development and the UNDP Country Director 8 April 2013.



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components are: (1) Promoting Local Governance; (2) Promoting Environmental Governance, Climate Change, Adaptation and Disaster Risk Reduction; and (3) Promoting Democratic Governance.

The current Country Programme was developed in a particular context. In 1993-2012, the UNDP mandate in Myanmar was restricted to “the Human Development Initiative (HDI)”, which consisted of interventions aiming to have grass-roots level impact by providing crucial livelihood support where other development partners had a limited presence on the ground. In effect, UNDP operated as a large scale INGO.

Beginning of 2013 was marked by the removal of mandate restrictions in response to the evolving development context in the country. UNDP has been strategically re-positioning – or, to be more precise – crafting itself a new identity – as an impartial development partner and source of international expertise. Subsequently, the new country programme has evolved around the Governance focus, addressing the three dimensions which form the three above mentioned programme components.

The programme seeks to provide catalytic support to Myanmar’s reforms towards modernizing, democratizing, and decentralizing the state and society, and in so doing pursues an incremental institutional approach that is people- and rights- oriented and places emphasis on women, youth, and vulnerable groups².

Since the inception of the Country Programme, UNDP has conducted regular reviews of established CPAP annual targets. As a result of the review process and in conjunction with national counterparts, annual targets and indicators at output and outcome level were revised and adjusted taking into account evolving national development priorities and context. The mid-point of the Country Programme now provides an opportunity to undertake a comprehensive review of UNDP contribution to development effectiveness.

Consistent with UNDP policy guidance all outcomes to which UNDP is contributing through aligned activities and planned outputs must be monitored. The mid-term review is an opportunity to monitor the strategic course, relevance and effectiveness of the implementation of the country programme. The exercise allows UNDP to engage key stakeholders to discuss achievements, lessons learned and adjustments required in response to an evolving development landscape and changing national priorities. The exercise will allow UNDP to make any changes to the strategic direction of the country programme, as well as the allocation of resources, ensuring it is aligned to national priorities and responsive to national demand. It will also be used as a tool to guide programmatic planning.

² Vulnerable groups were identified by the Access to Justice mapping as – women, children, poor people with little or no land



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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:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating the past experience relevant to the assignment, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how he/she will approach and complete the assignment;
- d) **Financial Proposal**

**** 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

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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.



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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.
Combined Scoring method – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%. The criteria for technical evaluation and obtainable score: (100 points)

Only candidates obtaining a minimum 70 points would 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**