



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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2015/UNDP-MMR/PN/39

Date: 19 June 2015

Country: Myanmar

Description of the assignment: International Consultant
(DRR Public Awareness Strategy)

Duty Station: Yangon

Period of assignment/services (if applicable): 30 working days

Proposal should be submitted to following link http://jobs.undp.org/cj_view_jobs.cfm?is_consult=1 no later than **Monday, 29 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.

BACKGROUND

UNDP Myanmar is implementing the Country Programme Action Plan 2013-2017 with the aim to promoting local governance, growth and sustainable development with the emphasis on rights-based, gender sensitive, inclusive and equity. This goal will be pursued through three complementary pillars; Pillar I - Sustainable Inclusive Community Development, Pillar II – Disaster Resilience and Environmental Governance, and Pillar 3- Democratic Governance.

Pillar II focuses on strengthening capacities at local, regional and national level to manage and utilize natural resources in a sustainable way, and to enhance resilience and adaptive capacity to long-term climate change including variability impacts and to reduce the associated risk of natural disasters. One of the output areas of the pillar II aims to enhance the capacities to adapt to climate change and reduce disaster risk at the local, regional and national level.

Under the Disaster Risk Reduction Programme, UNDP will support Ministry of Social Welfare, Relief and Resettlement to develop the Nation Public Awareness Strategy and Action Plan on Disaster Risk Reduction, in consultation with the stakeholders and based on a situational analysis on DRR public awareness.



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2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please refer to Annex 1

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;

**** 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



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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

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)

- Relevant education – 20 points
- Years of experience in the area of disaster risk management, in Asia and developing countries – 20 points
- Relevant experience and engagement in public awareness and capacity building on DRR – 20 points
- Work experience in Myanmar and familiarity and understanding of DRM, climate change and related issues – 20 points
- Previous experience in UNDP, UN and/or other international agencies is desirable – 20 points

Only candidates obtaining a minimum 70 points would be considered for the financial evaluation.

In the technical proposal, equal amount of focus will be put on methodology, use of resources to achieve deliverables and the plan for implementation.

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