



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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2015/UNDP-MMR/PN/50

Date: 11 August 2015

Country: Myanmar

Description of the assignment: Biodiversity Information and Monitoring Specialist (International Consultant)

Duty Station: Home based with travel to Myanmar (Yangon, Nay Pyi Taw and Tanintharyi Region)

Period of assignment/services (if applicable): (15) working days; September 2015 to December 2015

Proposal should be submitted to following link http://jobs.undp.org/cj_view_jobs.cfm?is_consult=1 no later than **11:00 AM (MMT), Monday, August 24, 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 has been implementing UNDP Country Programme for 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 components; Local Governance, Environmental Governance and Disaster Resilience, and Democratic Governance.

Environmental Governance and Disaster Resilience Component of 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.

UNDP has been closely working with Ministry of Environmental Conservation and Forestry to improve environmental governance in Myanmar. UNDP developed the Project Identification Form (PIF) on Ridge to Reef: Integrated Protected Area Land and Seascape Management in Tanintharyi" with the guidance of MOECF and in consultations with the relevant line departments and Tanintharyi Region Government. The PIF was submitted to Global Environmental Facility (GEF) and it was approved by GEF Secretariat.



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A Project Preparation Grant (PPG) has been obtained to carry out necessary preparation of the full-fledge project proposal. In order to ensure the results of the project preparation work, UNDP is seeking an international consultant, Biodiversity Information and Monitoring Specialist, to support the development of project document. The approved PIF is attached for reference and to be supported for fully formulated project document.

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



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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.

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
- Excellent knowledge and minimum 7 years of demonstrable experience in planning national and regional level biodiversity information and monitoring system – 30 points
- Specialist knowledge on and experience in developing/using IT based tools for data and information management, and associated capacity development support – 25 points
- Substantial knowledge and experience in tropical biodiversity conservation and protected area management preferably in Myanmar and/or in similar ecosystems – 25 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