



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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2015/UNDP-MMR/PN/57

Date: 24 August 2015

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**Country:** Myanmar

**Description of the assignment:** National Consultant (Standing Order Revision)

**Duty Station:** Yangon, travel to Nay Pyi Taw and one or two States/Regions

**Period of assignment/services (if applicable):** 60 working days during (September-November 2015)

Proposal should be submitted to following link [http://jobs.undp.org/cj\\_view\\_jobs.cfm?is\\_consult=1](http://jobs.undp.org/cj_view_jobs.cfm?is_consult=1) no later than **Tuesday, September 1, 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.

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### BACKGROUND

Myanmar is at risk from a wide range of natural hazards, including cyclones, earthquake, floods and droughts. A total of 27 disaster events have been recorded between 1980 and 2010, causing the death of approximately 140,000 people, and affecting the lives and livelihoods of 3.9 million people; an average of 125,000 people per year. Though the most devastating impact has been of the Cyclone Nargis in 2008, affecting 2.4 million people and claiming the lives of 135,000; small-scale disasters continue to impact different parts of the country on a recurrent basis and cause significant cumulative impacts on the vulnerable communities. These risks are further exacerbated by socio-economic factors such as wide-spread poverty, low capacity and years of conflict - contributing to overall vulnerability; and poor state of infrastructure that does not take into consideration natural hazards related risks. Climate change and variability will further add to these problems. However, since 2010, Myanmar has embarked in a far-reaching transition process— political decentralization, socioeconomic reforms, significant infrastructure-related investments, increase in foreign direct investments and rapid urbanization.

In recent years the Government of Myanmar has also taken significant steps to strengthen disaster risk management (DRM) — enactment of Disaster Management Law; commitment to implement the Myanmar Action Plan on Disaster Risk Reduction (MAPDRR); undertaking risk assessments;



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building capacity of government officials through establishment of National Disaster Management Training Center; increasing awareness among communities through the DRR youth volunteers programme; enhancing cooperation and partnerships with the development partners through the Disaster Risk Reduction Sub-sector Working Group; and increasing response efficiency through the establishment of a national Emergency Operations Centre.

Myanmar, along with other 167 countries endorsed the Hyogo Framework for Action [HFA 2005-2015]. For the implementation of HFA at the national level, the Myanmar Action Plan for Disaster Risk Reduction (MAPDRR) was developed in 2009 and enacted in 2012 to accelerate the implementation of prioritized activities. In 2009, the Government also issued Standing Order on Disaster Management to increase the effectiveness of future preparedness and response efforts. The policy was drafted and finalized in 2009 by a 33-member drafting committee as per the directive issued by the Prime Minister's Office. It came into effect in January 2009 by order of the National Disaster Preparedness Central Committee (NDPCC) with the aim of ensuring effective execution of emergency relief and rehabilitation operations and timely mobilization of resources.

In 2013 and in line with MAPDRR priorities, the Government enacted a Disaster Management Law and the Rules under the Law are expected to be enacted in July 2015. The Law includes a provision for the regular update of the Standing Order by the Relief and Resettlement Department. As a result of the introduction of the Law and to reflect changes in the socio-economic context of Myanmar as well as in the international disaster management environment (Sendai Framework, ASEAN Agreement on Disaster Management and Emergency Response, etc.), the Relief and Resettlement Department has decided to update the National Standing Order on Disaster Management in 2015.

A group of agencies, the SO revision working group, was created formed out of the DRR WG and the HCT Emergency Preparedness Response Working Group that are willing to support the Relief and Resettlement Department in revising the Standing Order. The agencies have conducted several meetings, including with the Relief and Resettlement Department, and have jointly developed a concept note to guide the process as well as tools such as a questionnaire for state and region Governments.

The national consultant will be managed by UNDP Myanmar but will receive guidance from a committee made of representatives from UNDP, UNICEF and OCHA; and will work in direct support of RRD. Additionally, the consultant will work in close collaboration with all agencies involved in the SO working group, including Red Cross, UN, NGOs and technical experts. Finally, the national consultant will work under the guidance of an international consultant who will provide support in particular at the beginning and towards the end of the assignment.

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

For detailed information, please refer to Annex 1



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### 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 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,



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prior to travel and will be reimbursed. Please see Template attached at Annex- 4

## **6. EVALUATION**

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. The criterial for qualifications obtainable score: 100 points.

Relevant education : 20 points

Minimum of 5 years working experiences : 20 points

Working experience in the field of DM & ER : 20 points

Demonstrated experience of leading strategy development process : 20 points

Experience of coordination with and capacity development of Government counterparts: 20 points

## **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**