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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2015/UNDP-MMR/PN/64

Date: 8 October 2015

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<b>Country:</b>	Myanmar
<b>Description of the assignment:</b>	Monitoring and Evaluation Consultant (Lead Consultant- International)
<b>Duty Station:</b>	Mandalay and it may involve travel to the project sites in Mandalay, Sagaing and Magwe Regions, as appropriate

**Period of assignment/services (if applicable):** 45 days (2 November to 16 December 2015)

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 **Friday, 16 October 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

UNDP Myanmar, with funding from Adaptation Fund is initiating the implementation of a CC adaptation project - "Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar." The project aims to reduce the increasing impacts of climate change on agricultural and livestock production cycles in the dry zone of Myanmar - the impacts of increasing temperature and evaporation, declining water availability, and intensifying weather events especially flash floods and cyclones.

The project will operate in five townships in the Sagaing, Mandalay and Magway Regions – Shwebo and Moneywa townships in the Sagaing region, Myingyan and Nyaung Oo townships in the Mandalay Region, and Chauk township in the Magway Region. The townships were selected on the basis of observed temperature extremes, frequency of drought per year, and the impacts of climatic parameters on food security. An additional criterion for township selection was the potential to access ground and surface water resources – vital prerequisites for small irrigation and water management schemes. The direct beneficiaries of the project are marginal farmers in rain-fed areas and landless workers whose access to arable land is severely



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threatened by erosion and land degradation. Special emphasis is placed on women and female-headed households within this vulnerable group.

The project target sites consist of approximately 50,000 households from 280 villages with a high percentage of landless households and marginal/small farmers. Many of these landless and marginal/small farmers will benefit directly from the proposed project. Among them, approximately 85% of the total population is estimated to be impoverished landless and marginal farmers' households on rain-fed lands who are prone to critical losses of livelihood assets from recurring droughts and crop failures. While impoverished and marginal farmers with land-use rights will benefit from the project through additional investments in natural and productive capital (such as improved water supply on drought-prone fields; access to diversified and improved crops for fields and home gardens; expanded agro-forestry services; diversified livestock rearing; arrested soil erosion and watershed protection), landless people will benefit from diversified livestock assets, improved ecosystem services (such as greater availability of non-forest products and more reliable freshwater supply), as well as through greater opportunities for manual labor in water-, forestry- and agroforestry-related components of the project. An important element of the proposed project is to strengthen the participation and stakes of landless people in Community-based Organizations, especially forest resource users groups and water resource users groups.

By the end of the four-year period, the project aims to ensure continuous freshwater resource during the dry seasons in 280 villages in the Dry Zone, promote and enhance climate-resilient agricultural and livestock practices and ensure timely and quality dissemination of climate risk information through use of short-term weather forecasts, medium-term seasonal forecasts, and longer-term climate scenario planning.

In order to ensure that the above results are achieved by the end of the project period, the project intends to develop a robust and practical monitoring and evaluation framework. Among others, the monitoring and evaluation framework is expected to ensure that results achieved are in line with the stated objectives and outcomes of the project, as well as the results and resources framework prepared during the design phase. The framework will also consist of an implementation plan that will capture quantitative impact of some of the planned interventions of the project.

## **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**

Please see Terms of Reference



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#### 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;

##### **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.

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



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## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

- a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%;
- b) The proposals who received 70% of technical points will be considered for the financial evaluation. The detailed criteria for technical evaluation is below
  - Qualifications of Offeror (5 points)
  - Strong background in and knowledge of environmental conservation, development planning, public administration and programme/project management, preferably with experience of past monitoring and evaluation work in a developing country context (10 points).
  - Proven track record of monitoring and evaluation and development of monitoring and evaluation frameworks and system at the project level, minimum 3 years' of working experience in this area (10 points)
  - Experience in project cycle management – assessment; design; implementation; monitoring and evaluation; redesign; etc.( 10 points)
  - International experience, preferably including South East Asia; (5 points)
  - Proposed Methodology, Approach and Implementation Plan (30 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