



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2016/PROC/UNDP-MMR/PN/014

Date: 2 July 2016

Country:	Myanmar
Description of the assignment:	International Consultant for Township Planning
Period of assignment/services (if applicable):	50 working days (For details, please see TOR attached)
Duty Station:	Yangon with domestic travel to state & regional capitals & 2-3 townships (as required)

Proposal should be submitted to the Procurement Unit, UNDP Myanmar via email to bids.mm@undp.org no later than **17:00 hrs on Monday, 9 May 2016**.

Any request for clarification must be sent in writing, or by standard electronic communication to ei.cho.nyunt@undp.org. 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

Planning plays an important role for service delivery and local development and since 2013 a number of initiatives has been taken to improve participation and people centered development.

The overarching national framework for sectorial planning is the “*National Comprehensive Development Plan*” (NCDP). The NCDP takes a 20-year perspective and will be implemented in four successive 5-year Development Plans (DP). It’s undertaken by the Ministry of National Planning and Economic Development (MNPED), which is the central coordinating body for policy, planning, programming and budgeting.

Over the past years, several initiatives of village and village tract level planning have been undertaken by different project and organizations, the most significant, in terms of financial volume and coverage being the National Community Driven Development program (NCDDP) implemented by the Department for Rural Development with support from the World Bank.

An important challenge in the fast changing institutional and organizational landscape of the public sector in Myanmar, is to find ways and means of linking the national and state level policy and plans with the planning processes at the local level (township and below) and such a way that

implementation at township level is based on local priorities yet contributes to national/state level objectives. To date little has been done to link, bottom-up, village and village tract level planning to the township level as well as higher level planning processes. The limited institutional coordination – vertical as well as horizontal - makes it difficult to get a comprehensive picture of both size and operations of public sector service delivery within a township.

Another challenge in the context of local planning is the townships' lack of experience and limited capacity in facilitating broader participation in development planning. Procedures and systems have not been developed sufficiently for establishing a comprehensive and integrated development planning process. Overall, the current framework of township planning, coordination of the committees, cross-sectoral coordination and management, needs to be further strengthened and integrated. From a strategic planning purpose the lack of overview of the total annual investments in a township (all capital and recurrent investments from both Union and state/region level budgets) is a challenge for inclusiveness and equity as well as policy development.

A third challenge is institutionalization and operationalization of citizen's participation in lieu of local representative governments. The township and village tract level committees established in 2013 (Township Development Support committee, Township Municipal Affairs committee and Village tract development support committee) foresee elected members representing citizens and interest groups. In reality those committees are often not representative and sometimes mistrusted by the citizens.

The assignment UNDP now envisages builds on past work at the township level and the initiated reforms, with a view to prototype a more participatory and integrated way of township planning, that will allow learning by doing, will produce better consolidated and responsive township plans and will allow for drawing of lessons learnt that can support the policy direction the new government wish to take.

On the bases of concrete support to planning processes in 2-3 townships that already benefit from the CDD program and with the aim to subject, as much as possible, the available discretionary funds available at the township level to one planning process that also is responsive to request from lower levels, the UNDP will distill lessons for policy dialogue and up-scaling.

Results will practically support policy considerations of the government of Myanmar for further decentralization of part of its service delivery functions to the local (township) level.

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:

1. Proposal:

- (i) Explaining why the consultants is the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV and P-11 including past experience in similar assignments carried out for other organizations and at least 3 references

5. FINANCIAL PROPOSAL

Fees

The financial proposal shall specify the consultancy fees and all costs in relation to the scope of work.

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.

6.EVALUATION

Individual Consultants will be evaluated based on the following methodology.

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and*
- b) Having received the highest score*

** Technical Criteria weight;70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 75 points in the technical evaluation will be considered for the Financial Evaluation

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2-GENERAL CONDITIONS OF CONTRACT