



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2016/PROC/UNDP-MMR/PN/015 Re:

Date: 10 June 2016

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Parliamentary Training Specialist – Myanmar National</b>
<b>Period of assignment:</b>	<b>88 Working days (June - October 2016)</b>
<b>Duty Station:</b>	<b>Nay Pyi Taw</b>
<b>Type of contract:</b>	<b>IC contract</b>
<b>Number of Positions:</b>	<b>2</b>

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmawk Road, Tamwe Township, Yangon or by e-mail to [bids.mm@undp.org](mailto:bids.mm@undp.org) no later than **19 June 2016**.

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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### A. Background of the Myanmar Legislature

The Constitution of the Republic of the Union of Myanmar (the Constitution) came into force in 2008. Chapter 4 of the Constitution establishes the Union Legislature or Pyidaungsu Hluttaw comprising two Hluttaws that are generally equal in status:

- the Pyithu Hluttaw (People's Assembly) formed with representatives elected on the basis of township as well as population and representatives being the Defence Services Personnel nominated by the Commander-in-Chief of the Defence Services. Section 109 provides that the Pyithu Hluttaw will have a maximum of 440 representatives with not more than 330 elected representatives and 110 nominated, as prescribed above;
- the Amyotha Hluttaw (Nationalities Assembly) formed with representatives elected in equal numbers from Regions and States and representatives being the Defence Services Personnel nominated by the Commander-in-Chief of the Defence Services. Section 141 provides that the Amyotha Hluttaw will have a maximum of 224 representatives with 168 representatives elected in an equal number of 12 representatives from each Region or State inclusive of relevant Union territories and 1 representative from each Self-Administered Division or Self-Administered Zone and 56 nominated, as prescribed above.

The term of the Union Hluttaw is 5 years from the day of the first session of the Pyithu Hluttaw. Following the Myanmar election held on 8 November 2015, newly elected MPs were sworn in as Members of the Pyithu Hluttaw on Monday 1 February 2016, and of the Amyotha Hluttaw on Wednesday 3 February 2016.

## **B. Background of the UNDP Myanmar Programme**

The UNDP Country Programme (2013-17) supports the Government of Myanmar in its objective to achieve democratic transformation and poverty reduction in the country. As part of the Democratic Governance pillar of this programme UNDP and the IPU have developed a Parliamentary Strengthening component which includes a long-term, multi-faceted approach to capacity building. It covers capacity building for the Parliamentarians, the Parliamentary Administration as well as for the Regional and State Parliaments.

UNDP/IPU have assisted the Hluttaw to establish a Learning Centre to enhance the capacity of MPs and Staff. Opened in March 2015, the Learning Centre is providing a variety of activities to support the vocational training and knowledge development of MPs and Hluttaw Office staff. A Learning Centre Development Plan, aligned to the Strategic Plan of the Hluttaw, outlines a training programme structure and support services to meet the varied needs of MPs and staff, working within resources available to the Learning Centre and the Hluttaw. Training methods reflect the preference for active, participatory, experiential learning.

In 2016, the Hluttaw Learning Centre established a programme of professional development for MPs while continuing the delivery of tailored training for staff. The first step of MPs professional development was an orientation and induction programme for all MPs undertaken in February; and a programme for Committee Chairs, Secretaries and Members in June. Capacity development programming will continue throughout the year, focusing on building the knowledge and skills of MPs to help reinforce the democratisation process and shape an increasingly effective parliamentary culture. All activities are developed with feedback from MPs and in conjunction with the Hluttaw administration. The components of training for MPs are:

- Policy and issue-based seminar series;
- Master classes and short skills courses for MPs;
- Drop-in centre for MPs to access flexible and on demand training and advisory services.

The development of English language skills has been identified as a top priority by new MPs. Effective English training will necessitate a range of activities to ensure that the varied needs of MPs at different levels of proficiency, and for targeted training to assist them to undertake their parliamentary roles, are met. The Hluttaw Learning Centre has engaged with other English providers working in the Hluttaw on a coordinated programme, and will provide tailored short skills courses and an ongoing drop in communication class for MPs.

The Learning Centre training programme for staff began in 2015 and targets progression from developing essential skills and knowledge; to meeting service standards of different departments; to specialised training to meet new priorities for the Hluttaw. The training components that the Learning Centre will deliver or coordinate are:

- Foundation skills training;
- Competency training;
- Seminar series;
- Specialised parliamentary support training;

To support sustainability of Hluttaw Learning Centre training, 2016 saw the start of a training of trainers programme for Hluttaw staff. The first step is to train staff who perform to a high level on Learning Centre courses in facilitation skills so they can teach material by Learning Centre trainers to their peers. Staff are then mentored and empowered to incrementally take over training responsibilities. Staff graded excellent in courses delivered in the first quarter 2016 have undertaken training and will begin to work alongside Learning Centre trainers to deliver repeat and new training. UNDP has also been providing long term support to the 14 Regional and State Hluttaw and this

structure will provide a resource not only for the Union Hluttaw but will also allow for integration with staff training for Region and State Hluttaw where required.

The Hluttaw Learning Centre works to meet requests from the Hluttaw for tailored training of staff to meet the needs of different departments of the Hluttaw Office. A priority in 2016 is the delivery of a series of activities for Hluttaw staff, including committee staff, to engage with international organizations and stakeholders and to support meetings of the ASEAN Inter-Parliamentary Assembly. A programme of English support and competency training will be provided to meet these needs in a sustainable and flexible manner.

UNDP is seeking two experienced Parliamentary Training Specialists to work within the curriculum design and training section of the Learning Centre to oversee and deliver training for MPs and staff. The position will involve designing original and contextualised curricula and training material, delivering training to MPs and staff, and ensuring sustainability of training by overseeing the development of a training of trainers support structure for Hluttaw staff. The parliamentary training specialists will be under the direction of the UNDP Chief Technical Adviser, Learning Centre Manager and Learning Centre Specialist, but will be expected to work independently to successfully institute new training components outlined in the Learning Centre Development Plan.

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

Please see 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) Letter of Confirmation of Interest and Availability
  - (ii) Explaining why the consultant is the most suitable for the work
  - (iii) Provide the methodology on how the consultant will approach and conduct the work
2. Financial proposal
3. Personal CV including past experience in similar assignments carried out for other organizations and at least 3 references
4. P11

## **5. FINANCIAL PROPOSAL**

### **Fees**

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

### **Travel**

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 shall be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Financial Proposal form is attached to Letter of Confirmation of Interest and Availability

## **6. EVALUATION**

Individual Consultants will be evaluated based on the following methodology.

### *Cumulative analysis*

Combined Scoring method – where the qualifications will be weighted 70% and combined with the price offer which will be weighted 30%. Qualifications and technical proposal should be equally counted 50% each.

For qualifications relevance 10% will be put on education, 50% on experience in conducting similar types of activities, 20% on experience of working in institutional development and/or transition, 20% on knowledge and experience of working with parliament.

## **ANNEXES**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- GENERAL CONDITIONS OF CONTRACT**

**ANNEX 3- P-11 for ICs**

**ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal**