



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2016/PROC/UNDP-MMR/PN/023

Date: 23 June 2016

Country:	Myanmar
Description of the assignment:	National Consultant for Grant Implementation Field Support (Chin)
Period of assignment/services (if applicable):	100 working days from July to December 2016 (For details, please see TOR attached)
Duty Station:	Home-based with domestic travel to Yangon and grantees in Chin

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, 4 July 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

Under UNDP Myanmar's country programme, the Local Governance/Local Development Programme (called "Pillar 1") aims to strengthen democratic institutions at the sub national level through the provision of an integrated package of development assistance for improvements of local governance and local development in rural areas of Myanmar with high poverty incidence and post conflict settings. Within this programme, one output (called "Output 2"), supports the overall Local Governance/Local Development pillar programme by strengthening the capacities of Civil Society Organizations (CSOs) and media actors through engagement in partnerships to help contribute to the effectiveness of local development interventions and to an overall strengthening of social accountability.

To date, Output 2 has facilitated the formation of representative CSO and media network associations in 5 states/regions. In addition, the Output has provided leadership, organizational training, and small grants for women's Self-Reliant Groups to federation as registered Township-level CBOs in 31 townships. Within the grants portion of the programme, the Output currently has 10 CSO/media network grantees at state/region level, and 31 CBO grantees at township level. Grant support enables these state/region networks to develop their capacities as representative associations and become

resource centers for local training and leadership development, coordination and information sharing, and collective advocacy and dialogue with government on locally identified development, governance and peace-building priorities. Grant and technical support to the 31 Township CBOs (federations of women's Self Reliant Groups) enables them individually and collectively to further develop sustainable organizational capacities as CBOs working to empower poor women in some of Myanmar's most remote and underdeveloped areas and to implement initiatives on women's rights and GBV response.

In 2016, these various initiatives under Output 2 are sharpening their focus on strengthening engagement capacities and opportunities of civil society for social accountability of local development planning and public service provision, and deepening their connection to demand-led and participatory governance across multiple other areas of the UNDP country programme. This are linked with local initiatives under the grants for social accountability, Township Dialogue and Information Centers/Initiatives (TDIC), as well as GBV prevention and response initiatives.

The Output is led by an international Programme Specialist and supported by a national Programme Analyst and Programme Assistant based in Yangon.

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 as per template attached.

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 **70** 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

ANNEX 3- TEMPLATE FOR CONFIRMATION OF INTEREST AND AVAILABILITY

ANNEX 4- P-11 FOR ICs