



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2016/PROC/UNDP-MMR/PN/033 (Re-advertised)

Date: 22 July 2016

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Short-Term Project Coordination Assistant</b>
<b>Period of assignment/services (if applicable):</b>	<b>Three months with possible extension (For details, please see TOR attached)</b>
<b>Duty Station:</b>	<b>Yangon</b>

Proposal should be submitted to the Procurement Unit, UNDP Myanmar via email to [bids.mm@undp.org](mailto:bids.mm@undp.org) no later than **17:00 hrs on Thursday, 28 July 2016**.

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

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### 1. BACKGROUND

UNDP Myanmar is seeking for a short term Project Coordination Assistant to provide programme support services ensuring high quality, accuracy and consistency of work particularly in daily supporting tasks to field offices, country office operation units and Senior Field Coordinator with part time supporting to Early Recovery Advisor on a need basis.

### 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 attached template.

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