



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2016/PROC/UNDP-MMR/PN/038

Date: 26 July 2016

Country:	Myanmar
Description of the assignment:	Team Leader - Evaluation of the UNDP Democratic Governance and Rule of Law portfolio in Myanmar
Period of assignment:	32 working days (29 August - 1 November 2016)
Location:	Home-based with travel to Yangon, Nay Pyi Taw and other locations in Myanmar
Type of contract:	Individual Contract (International Consultant)

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe Township, Yangon or submit on line at bids.mm@undp.org no later than **9 August 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.

1. BACKGROUND

This assignment is for a mid-term evaluation of the Democratic Governance and Rule of Law portfolio, under the current UNDP Country Programme Action Plan for Myanmar (2013-2017).

UNDP's Democratic Governance and Rule of Law Programme supports more open and responsive governance so that the state will be better able to improve the lives of Myanmar's poorest and most vulnerable people, and overturn a legacy of conflict and mistrust in favour of sustainable development and inclusive growth. The official outcome statement is: 'Promotion of democratic governance and the rule of law to strengthen democratic institutions and the advancement of human rights.' UNDP works in all three branches of government- the executive, the parliaments and the courts, and at the Union and State/Region level- and with civil society, the private sector and other actors towards that goal. The programme has four outputs, which carry out the following work:

- **Development Effectiveness:** building capacities of the government to collect, analyse and use poverty and development data, and strengthening effective development cooperation to define and achieve Myanmar's development goals.
- **Parliamentary Strengthening:** strengthening the Union, and Region/State Parliaments' capacity to drive reforms, engage with the public and perform core functions in legislation, oversight and representation.
- **Rule of Law and Access to Justice:** promoting rule of law and increasing people's access to justice, building capacities for coordinated justice sector reform and increasing legal awareness.
- **Public Administration Responsiveness:** improving the capacity of the administration to be accountable and responsive to the needs of the people

The evaluation will be used by UNDP to inform the development of the future Country Programme Document (2018-21) for UNDP in Myanmar, to inform improvements to management and monitoring practices, and to provide suggestions on preliminary work ahead of the new Country Programme. The evaluation will be informed by two Output Evaluations which will take place earlier in 2016.

This evaluation will be conducted in accordance with the principles outlined in the United Nations Evaluation Group Ethical Guidelines for Evaluation (2008) and the UNEG Code of Conduct for Evaluation in the UN System. See attached annexes for reference.

There is a strong emphasis on data and evidence of change to inform evaluation findings. This Terms of Reference is for the Team Leader for the evaluation, who will lead the work, with support from one junior international and one national consultant who will support in processing data. The full Terms of Reference for the Evaluation is included here as Annex 1, which contains detailed information on evaluation purpose, scope and objectives and the roles and responsibilities of team members.

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

*UNDP will use a combined scoring method, in which the technical proposal will be weighted at **70%** and the financial proposal at **30%**. The technical review will consider:*

- *Relevance of experience and qualifications (60%)*
- *Understanding of challenges in support to governance and rule of law reforms in transition/conflict contexts and proposed methodology (40%)*

Only candidates obtaining a minimum of 70 points in the technical evaluation will be considered for the Financial Evaluation

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