



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2016/PROC/UNDP-MMR/PN/043

Date: 28 July 2016

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Common Country Assessment and UN Development Assistance Framework in Myanmar</b>
<b>Period of assignment:</b>	<b>August 2016 - September 2017 (168 days of work over a period of 14 months)</b>
<b>Duty Station:</b>	<b>Home-based and Yangon, with in-country travel</b>
<b>Type of contract:</b>	<b>Individual Contract</b>

Proposal should be submitted to [bids.mm@undp.org](mailto:bids.mm@undp.org) no later than **3 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.

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### 1. Background

The UN has provided assistance in Myanmar since its independence in 1948. Today, the UN System consists of 17 UN entities present in the country that provide support to the country within their specific mandate. The UN System in Myanmar works under the leadership of the Resident Coordinator to ensure a harmonized approach to support the achievement of Myanmar's national development priorities.

Myanmar is at a crucial point in its history. Myanmar continues its democratic transition and reform processes, following the elections in November 2015 and the establishment of a new Government, led by the National League for Democracy (NLD). While Myanmar has made significant progress in the recent past, it still faces multiple challenges, in particular in political and security areas. It could thus be expected that Myanmar will continue to look to the international community, including the United Nations, for support in this regard.

The country's determination to advance its socio-economic reforms and promote democracy, together with its endowment of natural resources give a strong basis to look at Myanmar's future with great optimism. In this context, the core values and principles of the UN, which are embedded in the human rights system, are relevant to address the needs and challenges of the Myanmar society today.

The UN has supported Myanmar through some of its milestones and challenges, such as the humanitarian assistance and emergency relief provided after the cyclone Nargis in 2008 as well as after Cyclone Komen in 2015, with noticeable accomplishments in saving lives and alleviating suffering.

In addition, the UN System also supports the People and the Government of Myanmar to achieve their national development priorities and aspirations. This support is provided through the work of the UN

agencies funds and programmes on a broad range of development areas such as education, health, employment, nutrition and food security, urbanization, environment, governance and human rights.

The opening of Myanmar has attracted many development partners and private investors. The UN system in Myanmar places the high priority on coordinating efforts - the better we are at coordinating our efforts, the larger is the impact of our support has on the people living in Myanmar. The UN Country Team in Myanmar is therefore ready to coordinate closely with the Government and other development partners in line with international aid effectiveness declarations, such as the Paris Declaration.

Over the coming years, the UN will remain focused on supporting the Government and civil society to support Myanmar's reforms and transitions through four main pillars: Socio-economic development; peacebuilding; humanitarian action and human rights. This support will be guided by the principles of inclusiveness and sustainability as well as in the internationally agreed treaties and standards.

The UN is now preparing to develop the first United Nations Development Assistance Framework (UNDAF) 2018-2022 in Myanmar, as the joint response of the UN Country Team (UNCT) to continue supporting national development priorities. As a preparatory step of the UNDAF development process, the UNCT will develop a Common Country Assessment (CCA), a comprehensive assessment of the country situation that will also identify emerging national priorities that the UN can support for maximum impact on the wellbeing of the populations. The CCA will document the challenges, opportunities and priority areas for the next programming cycle. The UNDAF will then be developed based upon the CCA.

## **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*

A combined scoring method will be employed – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%, as shown below. The offer who obtains 70% of the technical evaluation will be considered for the financial evaluation.

International Consultant

- Master Degree in development studies, economics or relevant fields; 5 points
- Knowledge of the UN system and UN common country programming processes and background in development; 10 points
- Outstanding research, analytical, response programming and report writing skills; 10 points
- Familiarity with participatory methods of data gathering, and UN five Programming Principles (HRBA, Gender Equality, Environmental Sustainability, RBM and Capacity Development); 5 points
- Understanding of policy-making, capacity development issues and Government systems in Myanmar; 10 points
- Experience working in policy and advocacy works on development issues, particularly in developing countries, experienced in Myanmar context is an advantage; 15 points
- Experience in leading teams and facilitation of team/group discussions. A good team player committed to enhancing and bringing additional value to the work of the team as a whole; 15 points

## **ANNEXES**

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

### **ANNEX 2- GENERAL CONDITIONS OF CONTRACT**

**ANNEX 3- P-11 for ICs** (Available at:

<http://www.mm.undp.org/content/myanmar/en/home/operations/procurement.html>

**ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal** (Available at:

<http://www.mm.undp.org/content/myanmar/en/home/operations/procurement.html>