



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2016/PROC/UNDP-MMR/PN/064

Date: 19 October 2016

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>National Consultant – Lead Learning Centre Trainer</b>
<b>Period of assignment:</b>	<b>100 days (November 2016 to April 2017)</b>
<b>Duty Station:</b>	<b>Nay Pyi Taw, Myanmar</b>
<b>Type of contract:</b>	<b>Individual Contract</b>

Proposal should be submitted through the UNDP online eTendering system: <https://etendring.partneragencies.org> no later than **27 October 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 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.

## **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**

*The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:*

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

Applications will be scored as per the following breakdown for the Qualification;

- Education 10 %
- Experience in conducting similar type of activities 50%
- Experience of working in institutional development and/or transition 20%
- Knowledge and experience of working with parliament 20%

*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** (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>