



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2016/PROC/UNDP-MMR/PN/066

Date: 24 October 2016

Country:	Myanmar
Description of the assignment:	International Consultant for Policy Paper on Developing a Leadership Scheme for Myanmar
Period of assignment:	19 days (December 2016 – January 2017)
Duty Station:	Nay Pyi Taw, Possible visits to Yangon
Type of contract:	Individual Contract

Proposal should be submitted through the UNDP online eTendering system: <https://etendring.partneragencies.org> no later than **31 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.

1. Background

Since the new Government of Myanmar (GoM) came into office in April 2016, it highlighted civil service reform (CSR) as a means to transform the administration and to make it more responsive to people's needs and more accountable and effective in the management of public resources and delivery of services. It is against this backdrop that the new Union Civil Service Board (UCSB) has actively engaged in identifying ways to transform and modernize the civil service, and to instigate a new civil service culture based on the principles of professionalism, accountability, meritocracy, inclusiveness, efficiency and service orientation.

Transforming the civil service and prompting mindset change will only be possible if the highest levels of the administration lead the transformation and act as role models for others. The literature has showed the importance of leadership in transitional settings and the impact empowerment and capacity development can have across the public sector in times of change and transformation. In Myanmar, promoting leadership was one of the main recommendations emphasized in the Perception Survey Report on meritocracy, ethics and equal opportunities in the Myanmar Civil Service, which was undertaken by UCSB and UNDP in 2015. The report highlights the need to provide institutional support and training to those who have a leadership role, in order to allow them to uphold and embody the values and principles the civil service in Myanmar is striving to instate and to ensure their application and respect. Institutional structures and systems to support the nurturing and development of existing and future leaders can promote strong leadership practices.

UNDP and the GoM are exploring the issue of leadership, and how to nurture current and future leaders and to allow the civil service leadership to abide by the principles of meritocracy, professionalism, impartiality, equality and non-partisanship. As part of this, UNDP is commissioning one International expert to undertake an analysis of leadership schemes, and to devise jointly with the UCSB and UNDP a series of recommendations which could inform decision makers on ways to enhance leadership management through a leadership scheme/system. This analysis would also take into the account of the findings from the Consultative Workshop on the Civil Service Reform Strategic Action Plan which was organized in the Nay Pyi Taw on the 25th and 26th of August.

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) Technical proposal clearly stating the profile and previous experience of the consultant, covering why the consultant is the most suitable for the work
 - (iii) Provide the methodology on how the consultant will approach to completing the assignment
2. Financial proposal
3. Personal CV including past experience in similar assignments carried out for other organizations and at least 3 references
4. P - 11

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:

- 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

Applications will be scored as per the following breakdown:

- o Education: 10%
- o Relevance of Experience: 40%
- o Approach to completing the assignment: 50%

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT

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

http://procurement-notices-admin.undp.org/view_notice.cfm?notice_id=33766

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

http://procurement-notices-admin.undp.org/view_notice.cfm?notice_id=33766

User Guide – How to submit the proposal and FAQ available at:

http://procurement-notices-admin.undp.org/view_notice.cfm?notice_id=33766