

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2016/UNDP-MMR/PN/071

Date: 22 November 2016

Country:	Myanmar
Description of the assignment:	National Consultant (Evaluation of the Environmental Governance and Disaster Resilience Pillar of the UNDP Country Programme in Myanmar)
Duty Station:	Home-based with travel to Yangon, Nay Pyi Taw and additional 2 townships in Myanmar
Period of assignment/services (if applicable):	30 working days (December 2016 – February 2017)

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe, Yangon or by email to bids.mm@undp.org; no later than 17:00 PM (Yangon Time) **Wednesday, 14 December 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.

BACKGROUND

The UNDP Country Programme (2013- 2017) was developed during late 2011 and 2012 with a focus on governance focused as guided by the UNDP Executive Board's approval and the need of the country at that time of transition to a new democratic nation. It marked a significant departure from previous UNDP interventions (since 1993) that focused on grass-roots livelihoods and microfinance support. The UNDP Myanmar Country Programme (2013-17) aims to promote local governance, growth and sustainable development with the emphasis on rights-based, gender sensitive, inclusive and equity. This goal is being pursued through three complementary pillars, where Pillar I focuses on strengthening local governance, Pillar II on Environmental Governance and Disaster Resilience and Pillar III on strengthening responsive and inclusive governance. It required UNDP to forge new partnerships with state institutions- government, parliament, the courts- which had limited experience engaging with international stakeholders, limited exposure to democratic governance and human rights principles and other international standards and best practices, and limited exposure to how other countries in the region and the globe had strengthened institutions, pursued reforms, or overcome development challenges.

UNDP's interventions in Environmental Governance, Climate and Disaster Resilience emphasize

the critical links between environmental sustainability and efforts to eradicate poverty, reduce inequalities, and strengthen resilience in Myanmar. The resilience of communities depends upon biodiversity and healthy ecosystems, and the goods and services they provide. Threats to development and community resilience from climate change and disasters are increasing and undermine human welfare, ecosystem services and development gains of Myanmar over the years. Unless urgent actions for improving natural resource management, climate change mitigation, adaptation are undertaken at all levels, it can lead to resource scarcity, mass migration, disruption of livelihoods and production, ultimately disrupting community resilience and sustainable development.

UNDP's work in this area focuses on the following interlinked strategies:

- 1) Building an Enabling Environment by strengthening institutions for environmental conservation, climate change mitigation, adaptation and disaster risk reduction, to ensure that the respective government ministries, departments have the necessary policies, strategies with the mechanisms for implementation, coordination, resource mobilization and monitoring based on the concrete data and statistics.
- 2) Integration of environmental concerns, climate change and disaster risk reduction into national and sectoral plans and strategies, to ensure that development in Myanmar does not happen at the expense of environmental degradation and is not exposed to recurrent disaster risks.
- 3) Biodiversity conservation through integrating biodiversity and ecosystem management into development planning and production sector activities, and strengthening the protected area system, to protect the biodiversity and ecosystems of Myanmar to secure livelihoods, food, water and health, enhancing resilience for its people.
- 4) Promoting institutional and community capacity for climate change mitigation through the implementation of Myanmar REDD+ Readiness Roadmap, and access to renewable energy, to support the government for reducing emissions from the forest sector and, to ensure communities' participation in forest conservation

The outcome statement of the Environmental Governance and Disaster Resilience Pillar is: 'Reduced vulnerability to natural disasters and climate change, improve environmental and natural resource management, and the promotion of energy conservation through access to affordable and renewable energy, particularly in off-grid local communities.' The Outcome includes three output areas at the beginning of the UNDP Country Programme. They are intended for carrying out the following work:

- ☐ Disaster Risk Reduction and climate change adaptation: Strengthening capacities to adapt to climate change and reduce disaster risk at national, regional and local levels.
- ☐ Environmental Governance and Natural Resource Management: building institutional and communities' capacity for environmental conservation and use of natural resources.

☐ Access to Rural Renewable Energy: Improving access to energy in rural areas (including increasing access to rural, off-grid electricity supply).

However, with concurrence of the government partners and the stakeholders, the Output Area for “Access to Rural Renewable Energy was dropped as an individual Output Area, and merged under the “Environmental Governance and Natural Resource Management Output” in early 2014.

Each of the Output Area work is composed of the UNDP’s support to the union government and specific projects funded by bilateral donors and global funding mechanisms (such as Adaptation Fund and Global Environment Facilities). Each Output team is led by a Programme Specialist/Programme Analyst who overall ensures the quality and delivery of the work under the respective Output Areas of the Country Programme. The Output Lead is supported by a Programme Associate and the programme/project implementation teams who based in Yangon, Nay Pyi Taw and Mandalay (Patheingyi). The Team Leader of the Environmental Governance and Disaster Resilience Pillar of UNDP assures the overall quality and delivery of the programme implementation under the Pillar II.

The Results and Resources Framework of the Environmental Governance and Disaster Resilience Pillar outlines the outputs, indicators, baselines, targets, and indicative activities and resources. The evaluation provides an opportunity to undertake a comprehensive review of UNDP’s contribution to enhancing environmental governance, natural resource management, climate and disaster resilience capacities in the country. It also comes at a time when UNDP is developing proposals for future programming, and when the new government is identifying and articulating its emerging needs.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Terms of Reference(Annex-1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Terms of Reference(Annex-1)

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual Consultant must submit the following documents/information to demonstrate their qualifications:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP; (Please see Template attached at Annex- 3)

- b) **Personal CV or P11**, indicating the past experience relevant to the assignment, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; (Please see Template attached at Annex- 4)
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how he/she will approach and complete the assignment;

Financial Proposal

**** Consultant/Contractor** whose assignment require travel and who are over 62 years of age are required, at their own expense, to undergo a full medical examination, including x-rays after they are selected.

5. FINANCIAL PROPOSAL

Fees

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Travels

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 will be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed. (Please see Template attached at Annex- 4)

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Combined Scoring method – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%. The criteria for technical evaluation and obtainable score: (100 points)

- Relevant education – 20 points



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- Minimum 5 years of working experience – 20 points
- REDD+ concepts and approaches – 20 points
- Capacity building programmes and approaches – 30 points
- Experience of working with UN agencies and International Organizations – 10 points

Only candidates obtaining a minimum 70 points would be considered for the financial evaluation.

In the technical proposal, equal amount of focus will be put on methodology, use of resources to achieve deliverables and the plan for implementation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 3 - P 11 for ICs

ANNEX 4 – GENERAL CONDITIONS OF CONTRACT