



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2015/PROC/UNDP-MMR/PN/003

Date: 11 January 2017

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Short Term Project Coordination Assistant for UNDP Yangon</b>
<b>Period of assignment:</b>	<b>Six months with possible extension (from 1 February 2017 to 31 July 2017)</b>
<b>Duty Station:</b>	<b>Yangon, Myanmar</b>
<b>Type of contract:</b>	<b>IC contract</b>

Proposal should be submitted by email to [bids.mm@undp.org](mailto:bids.mm@undp.org) no later than **22 January 2017**.

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

UNDP Myanmar is seeking for a short term Project Coordination Assistant to provide programme support services ensuring high quality, accuracy and consistency of work particularly in daily supporting tasks to field offices, country office operation units and Senior Field Coordinator. The Project Coordination Assistant works in close collaboration with the operations, programme and project staff in both the country office and field offices as required and exchange information and supporting programme delivery.

#### Organizational Context

UNDP Myanmar is undergoing strategic repositioning and ramping up its capacities in order to effectively support national priorities of democratic transformation and poverty reduction. After more than 20 years of working exclusively at the grassroots level through the Human Development Initiative (HDI), the approved and signed off country program for Myanmar (2013-2017) envisages contributions towards strengthening democratic governance, provision of policy advice for poverty reduction, strengthening resilience against climate change and disaster risk reduction, and targeted support for strengthening institutions of local governance.

At the field level the program is implemented through Area Offices set up in selected States and Regions of Myanmar. These Area Offices are being managed by Area Office Coordinators, supported by an Area Office Assistant. In some offices, implementation of programme activities is supported by a team of local experts in the respective programme areas. Program implementation support in Area Offices are coordinated by a Senior Field Coordinator based in Yangon.

### 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:*

- 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*

- Education – 1) Completion of secondary school (10 scores), 2) Bachelor Degree completed preferable to Business or Public Administration, Economics and Social Science (10 Scores)
- Prior working experience with field offices (20 Scores)
- Work Experience – At least 5 years of relevant administrative or programme experience (40 Scores)
- Experience in Computer usage and other software packages-MS word, Excel, Spreadsheet, Database, internet, email (20 Scores)

**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**

## **Terms of Reference (TOR) for Individual Contractor (Short Term Project Coordination Assistant for UNDP Yangon)**

### **A. Background**

UNDP Myanmar is seeking for a short term Project Coordination Assistant to provide programme support services ensuring high quality, accuracy and consistency of work particularly in daily supporting tasks to field offices, country office operation units and Senior Field Coordinator. The Project Coordination Assistant works in close collaboration with the operations, programme and project staff in both the country office and field offices as required and exchange information and supporting programme delivery.

### **B. Organizational Context**

UNDP Myanmar is undergoing strategic repositioning and ramping up its capacities in order to effectively support national priorities of democratic transformation and poverty reduction. After more than 20 years of working exclusively at the grassroots level through the Human Development Initiative (HDI), the approved and signed off country program for Myanmar (2013-2017) envisages contributions towards strengthening democratic governance, provision of policy advice for poverty reduction, strengthening resilience against climate change and disaster risk reduction, and targeted support for strengthening institutions of local governance.

At the field level the program is implemented through Area Offices set up in selected States and Regions of Myanmar. These Area Offices are being managed by Area Office Coordinators, supported by an Area Office Assistant. In some offices, implementation of programme activities is supported by a team of local experts in the respective programme areas. Program implementation support in Area Offices are coordinated by a Senior Field Coordinator based in Yangon.

### **C. Scope of Work**

- a) Assist field offices' Human Resources related tasks such as leave and contract monitoring through liaising with Area Office Assistants and Country Office HR Unit.
- b) Assist field offices' procurement planning and entering procurement data in Atlas system through liaising with Area Office Assistants and Country Office Procurement Unit.
- c) Assist in audit preparation, travel and logistic arrangement of Senior Field Coordinator and Early Recovery Advisor and inventories and assets management of field offices.
- d) Assist in field offices' financial payment request, liquidation and financial data entry in Atlas system.
- e) Assist the Senior Field Coordinator in; overseeing field offices' financial reports, monitoring of field offices' performance.
- f) Provide administrative and financial assistance such as preparation of non-PO vouchers for Field Offices, Early Recovery Advisor and Gender Specialist.
- g) Assist in maintenance of the internal expenditures control system including taking timely corrective actions on un-posted vouchers.
- h) Provide assistance to creation of requisitions in Atlas for development projects' good receipt.
- i) Assist in making budget check for requisitions, POs and vouchers.
- j) Submission of proper supporting documents for requests for payments to the CO and filing of documents in the required formats and standards;

- k) Maintenance of required administrative records – e.g. Time sheets/attendance sheets, leave reports, overtime statements, travel documents, etc.;
- l) Arranging for clearances, travel and accommodation for missions, field visits, etc.;
- m) Responsibility for Petty Cash and proper documentation & reporting;
- n) Responsibility of the use of Area office assets including vehicle management and asset report;
- o) Performance of ATLAS based on assigned role.
- p) Perform other tasks as requested.

#### **D. Expected Outputs and Deliverables**

- a) Support to (6) field offices functions through coordination with Country Office operations units and Senior Field Coordinator towards strengthening existing field offices coordination.
- b) Administrative support to Senior Field Coordinator, (6) Field Offices' staff and Country Office Programme and Operations Units
- c) Financial transaction support to Hakha Area Office where Area Office Assistant is vacant

#### **E. Institutional Arrangement**

Under the direct supervision of the Senior Field Coordinator, the Project Coordination Assistant works in close collaboration with the operations, programme and project staff in both the country office and field offices as required and exchange information and supporting programme implementation.

#### **F. Duration of the Work**

Six months with possible extension (from 1<sup>st</sup> February 2017 to 31<sup>st</sup> July 2017)

#### **G. Duty Station**

Yangon, Myanmar

#### **H. Qualifications of the Successful Individual Contractor**

- a) Secondary Education is required. University Degree in Business or Public Administration, Economics, Political Science and Social Science would be desirable, but it is not a requirement.
- b) 5 years of relevant administrative or programme experience is required at the national or international level. Experience in the usage of computers and other software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling of web based management systems. Prior working experience with field offices under UNDP is advantage.
- c) Fluency in English and Myanmar language

#### **I. EVALUATION CRITERIA**

- Education – 1) Completion of secondary school (10 scores), 2) Bachelor Degree completed preferable to Business or Public Administration, Economics and Social Science (10 Scores)
- Prior working experience with field offices (20 Scores)

- Work Experience – At least 5 years of relevant administrative or programme experience (40 Scores)
- Experience in Computer usage and other software packages-MS word, Excel, Spreadsheet, Database, internet, email (20 Scores)

**J. Schedule of Payments**

The payments will be made on a monthly basis.

**K. Recommended Presentation of Offer**

Offer shall include Personal CV and P11 and other relevant records such as certificates related to Qualification.

**L. Approval**

**This TOR is approved by:** *[indicate name of Approving Manager]*

Signature



Name and Designation

**Ms. Thuy Hang Thi To, Country Director (ad interim) for UNDP Myanmar**

Date of Signing

**9<sup>th</sup> January 2017**