



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/PROC/UNDP-MMR/PN/004

Date: 13 January 2017

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>National Consultant for the review of the Civil Service Regulation and Procedures</b>
<b>Period of assignment:</b>	<b>30 days (January to May 2017)</b>
<b>Duty Station:</b>	<b>Nay Pyi Taw with field visit to selected States and Regions</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

Since the new Government of Myanmar (GoM) came into office in April 2016, it has highlighted civil service reform (CSR) as a means to transform the administration, making 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 the 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.

The governance of the Myanmar civil service is performed based on a set of codified rules and regulations. The GoM has, through the UCSB, established the following main instruments to regulate the civil service: Civil Service Law, Public Service Personnel Act, Civil Service Personnel rules, Personnel Code of Conduct, in addition to the UCSB Law and Bylaws which play an equally important role in the civil service dynamics. These rules and regulations covers many aspects of civil service personnel management including selection, appointment, promotion, performance evaluation, pay fixation, suspension and reinstatement, leave, taking departmental action, and others.

These various pieces of legislation and regulations underpin the importance of ethics and values the civil service is expected to exhibit and call on all civil service personnel to uphold the values of honesty, integrity, 'avoid abuse of delegated powers', and protect public funds from wastage or misuse, as well as having 'respect to the populace'<sup>1</sup>.

Whilst it is important to set standards for behaviour, it is equally important to understand how those standards are understood and followed, what mechanisms there are for redress if they are violated, and whether those values still stand in the context of Myanmar's continued democratization. In 2015, the UCSB with support from the United Nations Development Program (UNDP) launched a perception survey of civil service personnel on the application of the values of integrity, equality and meritocracy within the service. The survey can inform suggestions of how to improve the laws and procedures in order to allow the system to embrace these values in a more effective manner.

One of the main conclusions of the perception survey was the need to review and modernize the different regulatory and procedural instruments, starting with the Civil Service Law and by-laws in order for them to

<sup>1</sup> Civil Service Code of Conduct, Republic of the Union of Myanmar, 2004.

become more conducive of a culture based on the principles of merit, equal opportunities and ethics. The UCSB, based on its mandate, has decided to undertake a review of the different Civil Service Governance instruments and to determine regulatory and policy directives to better reflect the values and principles the GoM wishes to infuse in the Civil Service, thus making it an environment upholding the values of integrity, meritocracy and equality.

UNDP intends to mobilize three experts (an International Expert, a Senior National Advisor, and a national Myanmar expert) to undertake further analysis of existing regulations and procedures, and to develop jointly with the UCSB a series of regulatory and policy recommendations which would inform decision makers on ways to improve the existing governance structures and systems based on evidence and would also enhance the trust of the people in the civil service.

## **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%*

<sup>1</sup> Civil Service Code of Conduct, Republic of the Union of Myanmar, 2004.

*Only candidates obtaining a minimum of 70 points in the technical evaluation will be considered for the Financial Evaluation*

- Education - 10%
- Relevance of Experience - 40%
- 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**

**ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal**