



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/UNDP-MMR/PN/005

Date: 18 January 2017

Country:	Myanmar
Description of the assignment:	National Specialist on Public Investment Planning
Duty Station:	Home-based with travel to Nay Pyi Taw and 2-3 cities of the other states/regions
Period of assignment/services (if applicable):	115 working days during 7th Feb. 2017– 30st Sept. 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 **Wednesday, 1 February 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.

BACKGROUND

Natural hazards continue to cause significant loss of life and property in Southeast Asia. However, investments to strengthen disaster resilience remain a low priority. This is partly because of limited understanding of the socioeconomic ramifications of disasters, as the damage and losses caused by historical disasters are often not fully recorded; and limited understanding of the opportunities available to reduce disaster risk by integrating measures into development investments. Given the intricate linkages between disasters and development, the Outcome 5 of UNDP's Strategic Plan (2014-17) emphasizes on reducing the risks from natural disasters and climate change. The UNDP Strategic Plan asks for supporting policies and long-term planning and investment frameworks that are risk sensitive to minimize adverse development impacts.

The Sixth Asian Ministerial Conference on Disaster Risk Reduction (AMCDRR) in 2014 called for improved public investments in disaster risk management (DRM) by strengthening the capacity of institutions to develop, analyze, and use risk information in development planning and implementation. UNDP in partnership with the World Bank and the USAID organized a technical session on 'Improving Public Investments for Disaster and Climate Risk Management

to Protect and Sustain Development Gains' which emphasized a) all development plans at all levels to include risk-sensitive investments measured for accountability, b) development of capacities of key institutions to analyze and incorporate institutions in development planning processes, c) mitigation of financial impacts of disasters by incorporating the benefits of financial protection strategies into budget decisions, and d) prioritization of resilient public investments in the area of current and future risks.

Several countries in the Southeast Asian region have been undertaking disaster risk assessments, which vary in terms of scale, attributes, and purpose. However, few of these assessments have been used to inform public investment decisions. While the quality and availability of data remains an issue, the use of disaster risk information in decision making processes faces additional challenges: (i) limited understanding of the development processes that underlie and drive the generation of disaster risk, (ii) lack of a policy and regulatory mandate to consider disaster risk for investment planning, and (iii) limited DRM capacity within line agencies. Considerable capacity building is required to address these issues.

UNDP BRH is implementing an ADB (Asian Development Bank) Regional Capacity Development Technical Assistance project on 'Enhanced Use of Disaster Risk Information for Decision Making in Southeast Asia'. Output 2 of this project aims to take stock of existing disaster risk information, and provide guidance on how such information can be used for the public investment planning processes in each of the three project countries, viz. Cambodia, Lao PDR, and Myanmar. This Output 2 is expected to provide the scope and recommendations for integration of disaster risk information in public investment planning processes and will include sharing of experiences across the countries.

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

For detailed information, please refer to Annex-1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Terms of Reference

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 will be weighted 70 % and combined with the price offer which will be weighted 30%. The criterion for qualifications obtainable score: 100 points.

- Relevant education: 20 points



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Resilient nations.*

- Minimum of 7 years working experiences: 20 points
- Working experience in public awareness and capacity building: 20 points
- Work experience in Myanmar and familiarity and understanding of DRM : 20 points
- Previous experience in UNDP, UN or other international agencies: 20 points

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 -GENERAL CONDITIONS OF CONTRACT

ANNEX 3 - P 11 for ICs

**ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE
INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**