



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/PROC/UNDP-MMR/PN/068

Date: 11 July 2017

Country : MYANMAR
Description of the assignment : Lead Researcher – Rakhine Joint Assessment
Period of assignment/services : 43 Working days
Duty Station : Yangon and Sittwe (with possible domestic travel in Rakhine State and to Nay Pyi Taw)
Type of Contract : International Consultant (Individual Contract)

Proposal should be submitted at <https://etendering.partneragencies.org> submit on no later than **18 July 2017**.

Any request for clarification must be sent in writing, or by standard electronic communication to moung.kee.aung@undp.org. Procurement Unit will response in written 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

Rakhine is one of the poorest and most densely populated states in Myanmar. It has a history of ethno-political conflict chronic poverty, social exclusion and low resilience to climate change impacts and natural disasters. The Government of Myanmar (GoM) is strengthening its efforts to achieve socio economic development of the Rakhine State. At the Union level, the State Counsellor has established the Rakhine State Committee for Peace and Development.

The Government of Myanmar together with the Kofi Annan Foundation established on the 5th of September 2016 the Advisory Commission on Rakhine State. The Commission was mandated to analyse the present situation of all communities in Rakhine and seek to identify the factors that have resulted in violence, displacement and under-development. The Commission released its preliminary recommendations in March 2017. One of the key findings was the need for adoption and implementation of the Socio-Economic Development Plan for Rakhine State.

The Union Minister of Social Welfare, Relief and Resettlement on the 14th of March 2017 formally requested the Resident Coordinator for the UN to support the Government of Myanmar (GoM) represented by the Ministry of Social Welfare, Relief and Resettlement in its effort to conduct an assessment of households' basic needs in the state. It was envisaged that the assessment initially would be piloted in certain areas of Rakhine with the possibility of expanding it to cover the entire state later on.

The Resident Coordinator delegated the UNDP to lead this exercise in close collaboration with the other members of the UN Country Team (UNCT).

The UN Technical Support Group will be composed of international and local technical experts in the areas of conflict prevention, livelihoods, survey design/implementation and communication. This TOR is for the Lead Researcher who will be responsible for conducting the desk review, qualitative and quantitative survey analysis and writing up the research results and recommendations.

The exact timeline of conducting this mixed-methods assessment is yet to be decided, but preliminary results of the qualitative survey should be available by August 2017, and consolidated results of the two surveys by October 2017. The survey operations covered under this TOR are likely to be focused on three township of Rakhine (Kyauktaw, Mrauk-U and Minbyaw) and IDP Camps in Sittwe Township and will need to deliver representative estimates of the major ethnic communities living there. The topics/themes to be covered by the assessment are to be decided through upcoming consultations with key stakeholders, but are likely to include basic needs in the areas of livelihoods, health, education, food security, housing, as well as perceptions of intercommunal dynamics, etc. The survey methodology, tools and implementation plan will be designed and led by the survey expert. A Survey Implementation Firm which will be responsible for the overall design of the survey including, sampling strategy, questionnaire design, field staff training and survey implementation. The Lead Researcher guides the preparation of the assessment through a comprehensive literature review and setting the research hypotheses and parameters. The researcher takes the lead in analyzing, interpreting and writing up the data.

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**

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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

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