



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

2019/UNDP-MMR/PN/066

Date: 16 August 2019

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>International Consultant for Technical Advisor (Knowledge, Attitudes and Practices (KAPs) in Inle Lake Region)</b>
<b>Duty Station:</b>	<b>Home based (frequent travel to Nyaung Shwe, Shan State) Myanmar</b>
<b>Period of assignment/services:</b>	<b>30 working days</b>

Proposal should be submitted to (either [bids.mm@undp.org](mailto:bids.mm@undp.org) or UNDP Jobs site <http://jobs.undp.org>) no later than **COB Thursday, 29 August 2019**. Email submission should state procurement notice number (2019/UNDP-MMR/PN/066) in the subject line.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to [mmr.procurement@undp.org](mailto:mmr.procurement@undp.org), [5] days before the deadline for submission of proposal. 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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**BACKGROUND**

The Inle lake is renowned for a number of traditional cultural and livelihood practices, which have made it one of the main attractions for Myanmar's booming tourism industry. The lake is, however, suffering environmental degradation from the combined effects of unsustainable resource use, increasing population pressures, climate variability and rapid tourism development.

The Government of Myanmar (GOM) implemented a number of initiatives to develop and conserve the Inle Lake in recent years. These initiatives were done in collaboration with a number of development partners including UNDP, UNEP, UNESCO, IUCN, IFC, Government of Norway, and UN-Habitat.

UNDP implemented the Inle Lake Conservation and Rehabilitation project in 2012, in collaboration with MOECA, and with financial support from the Royal Norwegian Government and in partnership with the United Nations Educational, Scientific and Cultural Organization (UNESCO). The objective of this initiative was to restore the environmental stability of the lake and improve the quality of life of local communities through the implementation of environmental conservation and environmentally friendly community



*Empowered lives.  
Resilient nations.*

development activities.

In 2015, the GOM prepared the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020) which identifies nine priority issues, including setting up an institutional framework for Inle Lake conservation management, developing baseline data on the natural and social environment for future conservation and development and of Inle Lake, and promoting sustainable tourism practices, including improvement in infrastructure, training and capacity building for the local community.

The conservation and management of Inle Lake are long-term and ongoing processes, which are crucially needed to practice an integrated approach focusing on biodiversity conservation, integrity of the lake environment and improvement of the livelihoods of local communities. The Inle Lake Conservation plans aim at ensuring a balanced approach between conservation and development of Inle Lake through the active participation of local communities and key stakeholders. The estimated overall budget required to implement the Action Plan is USD33.3 million. The plan will also include monitoring and management systems to evaluate progress of conservation efforts.

Despite the overall achievements of projects and initiatives by the GOM so far, there are limitations in terms of strong mechanism to lead the necessary planning, decision-making, and coordination of different stakeholders and the necessary funding to support the implementation of the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020).

In the effort to provide continuing support to the GOM in promoting inclusive, resilient and sustainable development and environmental management (under Outcome 2: UNDP Myanmar CPD 2018-2022), UNDP Myanmar with the funding support from Government of Norway, is implementing a 2-year project on Strengthening the Inle Lake Management Authority to Improve Development and Conservation.

The project’s main aim is to support the implementation of the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020) by strengthening the Inle Lake Management Authority, to coordinate, manage and develop the Inle Lake effectively. This will require strong leadership and coordinated efforts of all stakeholders involved – government, non-governmental organisations and local communities. As such, it is vital to strengthen the governance of Inle Lake to rally private, civil and government actors at various levels and defines various roles. It is also equally important to develop local capacities to collect and monitor the information of the lake’s ecosystem and establish a baseline and central database to measure, assess and use data to support the roles of the stakeholders.

**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 cumulative analysis of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 points from the technical evaluation would be considered for the financial evaluation.

- Educational background: 10 points
  - A masters or PhD degree in ethnology, sociology or research methodology
  
- Relevant Experience: 55 points
  - At least 7 years of work experience in undertaking research in socio-economic and development issues (15 points)
  - Demonstrated experience researching in ethnic areas or similar (10 points)
  - Specific experience in Myanmar or other South East Asian countries will be an advantage (10 points)
  - Experience working in a cross-cultural context and supporting junior lawyers whose first language is not English (15 points)
  - Experience working with government agencies, INGOs, UN agencies and civil society will be an advantage (5 points)
  
- English language skills: 5 points
  - Excellent command of written and spoken English

The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. [30 Points] x [USD lowest] / [USD other] = points for other proposer's fees

The contract shall be awarded to the applicant who receives the highest cumulative score.

## **ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2 -GENERAL CONDITIONS OF CONTRACT**

**ANNEX 3 - P 11/CV for ICs**

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