



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/078

Date: 30 August 2019

Country:	Myanmar
Description of the assignment:	One Stop Shop (OSS) Project Coordinator
Type of Contract:	Individual contract (National)
Duty Station:	Home based, UNDP CO Yangon, and Nay Pyi Taw with travel to other locations if required
Period of assignment/services:	55 days over a 7 months period from starting date

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **10 September 2019**. Email submission should state procurement notice number (**2019/UNDP-MMR/PN/078**) 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 . 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.

Please kindly see all more information at the following link:

http://procurement-notices.undp.org/view_notice.cfm?notice_id=58854

BACKGROUND

Overall Context

Myanmar has gone through a phase of unprecedented change. The transition to the 2008 Constitution was the first step in an on-going sequence of rapid and far-reaching political and economic reforms. The main features distinguishing it from the previous order are the redistribution of power among different institutions and the devolution of legislative and executive powers to the 14 Regions and States.

In the past few years, the President and legislatures have pushed forward a remarkable transformation process that was difficult to imagine not so long ago. The first stage or wave of the reform process comprised political reforms which are still on-going and have led to



significant changes in the country, and to a rapid scaling up of development assistance. In May 2012, the President launched the second stage of reforms aimed at improving the social and economic wellbeing of the people. The social and economic reforms are centered on poverty reduction and inclusive growth. In December 2012, the President announced the third wave of reforms emphasizing responsiveness and the performance of public administration and its civil service. Public sector reforms are highly prioritized by the Myanmar government. The Local governance mapping revealed that there are significant challenges in coordination between departments at township level that hampers effectiveness in delivering services at township level.

More recently, Government of Myanmar has since June 2015 implemented One Stop Shops (OSS) in 316 out of 330 townships as part of their effort to enhance efficiency, transparency and effectiveness in delivering services at District and/or township level. Currently sixteen departments are participating in the OSS. Recently, GoM have introduced OSS services in the Special Economic Zones (SEZ) to support FDIs in the states and regions.

UNDP's Local Governance program is supporting the Government's initiative to implement OSS and is therefore looking a national consultant to support the international policy consultant to assist GoM (in particular its steering committee the Union Level Working Committee) in its implementation and further development of the OSS.

Specific Context for this Assignment

UNDP support for OSS in Myanmar dates to 2015. At the Myanmar Good Governance Forum held in February 2015 several international experts and practitioners with experience of OSS were invited to present and to lead outbreak group discussions. An immediate follow up event was the expert group meeting held for key government staff from union and state/region level led by the GAD Director General. The meeting was the first of its kind in Myanmar to share international experience on design and implementation of OSS. Based on the discussions in the expert meeting it was agreed that UNDP also would support a study tour to Mongolia and Vietnam that already have implemented OSS. In the end of June 2015 a delegation of 31 persons from union, state/region and township level visited Mongolia and Vietnam to study OSS and its implementation. To further support the government's implementation, UNDP also provided office equipment, technical advice and some trainings to GAD.

A report analyzing constraints, challenges and opportunities facing Myanmar's OSS after one year of implementation was completed in September 2016. The report includes recommendations for strengthening the existing structures in six areas: (i) re-establishment of Union and State level inter-departmental bodies and establishment of a Union-level OSS Unit to coordinate, support and monitor sub-national OSS performance; (ii) designing and conducting public awareness campaigns to advertise the OSS to potential users; (iii) consolidating institutional arrangements including services provided, exclusivity of services,



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staffing patterns, physical layout, and oversight and complaint mechanisms; (iv) workflow mapping and streamlining for individual services; (v) developing a staff capacity building curriculum and training delivery program; and (vi) ensuring the funding and financial sustainability of the OSS.

In a meeting in March 2017, GAD expressed strong interest in receiving technical assistance to carry forward the recommendations. Technical assistance provided in 2017 focused on building a community of practice among OSS implementers- with a strong emphasis on improving line department involvement- focused around 6 “model” OSS in Townships in Mandalay Region, Bago Region, Mon State and Kachin State. The TA included two workshops bringing together stakeholders from these 6 Townships along with State/Region and Union level officials to discuss optimal institutional set up of OSS, regulatory streamlining, and new methods of customer outreach and feedback. At the end of November 2017, a group of 27 Myanmar officials were taken to Cambodia on a study tour to learn about the OSS model used in that country. In 2018, the project piloted OSS Accountability Scorecards in all 6 pilot sites and business process mapping and streamlining was piloted in Mon and Kachin State using the entertainment permit and small business licenses as examples.

UNDP is now looking for a National Consultant to support the International policy consultant to continue the momentum of this TA. Work will support coordination with several government departments related to OSS activities. It is also including to participate in the meetings and workshop for note taking, interpretation and translations OSS related documents from Myanmar to English and vice versa.

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

For detailed information, please see Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, 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:

Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP; (Please see Template attached at Annex- 3)

- a) **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)
- b) **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 proposal evaluation (weight 70%) and financial criteria (weight 30%). Only candidates obtaining a minimum of 49 points from the technical evaluation will be considered for the financial evaluation.

Technical (from Technical proposal and CV/P11) points max	70
Technical Approach & Methodology: This explains the candidate’s understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and anticipated context specific challenges.	20
Qualification & Experience: 7 years work experience in working with sub national level governments to local governance structures, service delivery and/or other related local development outcomes.	35
Native fluency in Myanmar and full working knowledge of English, including excellent writing skills. Past experience in translation is desirable.	15

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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