



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/082

Date: 3 September 2019

Country:	Myanmar
Description of the assignment:	Specialist on Gender and Diversity in Public Administration
Type of Contract:	Individual contract (International) – Long Term Agreement (LTA)
Duty Station:	Nay Pyi Taw, homebased, and in-country missions in Myanmar
Period of assignment/services:	Up to 140 fee days delivered over 12 Months

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **16 September 2019**. Email submission should state procurement notice number (**2019/UNDP-MMR/PN/082**) 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=58909

BACKGROUND

Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status in the near future.

The first UNDP Country Programme was delivered from 2013-2017. As a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, which will deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country. The UNDP



Country Office in Myanmar is a key interlocutor and advisor to government across its portfolio and aims to expand its programming at the region/state and township levels in order to ensure stronger people focused institutions at all levels of government as part of the effort to support Myanmar's democratic transition, build and sustain peace, and promote more sustainable and inclusive development.

In the areas of democratic governance and peace, the new UNDP Country Programme Document is being implemented through by the Governance and Sustainable Peace Team, including the following projects:

- Support to Effective and Responsive Institutions Project (SERIP)
- Support to Accountability and the Rule of Law Project (SARLP)
- Leadership, Effectiveness, Adaptability and Professionalism (LEAP) in Myanmar's Civil Service Project UNDP Country Programme (2018-2022)

Country Context and UNDP's Support to Public Administration

Myanmar is witnessing a rapid and unprecedented change in its political and governance landscape. The 2008 Constitution established seven Regions and seven States, in addition to a Union territory organized around the capital city Nay Pyi Taw. Region and State governments are composed of a unicameral and partially elected Region and State Parliaments or "Hluttaw", an executive led by a Chief Minister and a cabinet of Region and State ministers and Region and State judicial institutions. The roles of the Region and State Governments as set out in the 2008 Constitution and subsequent amendments include some rights to enact laws, region and state budgets, tax collection, expend funds and manage projects.

Despite commitments to decentralization, in practice Myanmar's governance structures remain heavily centralized with existing administrative structures and practices, and accountability and decision-making processes predominantly organized around strong central agencies, with some devolution. A whole of government approach is needed to embed horizontal co-ordination and integration in the process of policy design and implementation and help recalibrating systems that currently are sector-based silos to promote inter-sectoral dialogue and policy making.

UNDP supported the Government of Myanmar in developing its national policy on Civil Service Reform (CSR), which culminated in the launch of the CSR Strategic Action Plan for 2018-2021. The Plan is intended to transform the civil service and mainstream in its regulations and procedures a new culture and the principles of integrity, meritocracy, accountability, inclusiveness and responsiveness. Via the LEAP project, UNDP has supported the review of the Civil Service Regulations and Systems and has contributed in determining benchmarks for the Union Civil Service Board (UCSB), custodian of civil service management issues in Myanmar, to consider while modernizing the human resources management system of the country. Specific focus was put on selection, promotion, transfer and performance management and training systems. To foster leadership and support for managing change,



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specific activities addressed to Senior Executives are envisaged. UNDP has also been supporting the development of a new Code of Values for Civil Service Personnel in Myanmar. In tandem, UNDP has been providing assistance to the Anti-Corruption Commission (ACC) of Myanmar in strengthening its institutional capacity. UNDP engaged actively in prevention activities and is supporting the establishment of prevention units in the ACC under the SARL project and in all Government Ministries and States and Regions. It has also supported the development of the Code of Conduct of the ACC, which is an underpinning tool contributing to the effectiveness and accountability of the Agency.

Via LEAP, UNDP has also established baselines to track progresses on the Civil Service Reform towards the goal of people centered public service delivery, launching the first Public Perception Survey of Government Services, and the goal of inclusiveness and equality in the Civil Service, through the study on Gender Equality in public Administration. The study outlined that whereas rules and regulations do not impede women to access the civil service, cultural norms, practices and working environment do impact on the possibilities for women to advance to decision-making positions. The project strategy to ensure gender equality in the civil service is two-fold: i) at system level, review laws, rules and regulations to ensure they enable gender-equality and advocate for the creation of a gender department in the UCSB to record and monitor gender and diversity disaggregated data; ii) at organizational culture level, the project targets the specific processes in the human resources management system (recruitment, promotion, performance management, posting and transferring, training opportunities, succession planning) to ensure they are not gender-blind but conducive to provide equal opportunities to women and men.

UNDP is looking for a Specialist in Gender and Diversity in Public Administration, who will integrate the gender perspective in all project outputs and specifically in the proposed Human resources Management System and in the Senior and Executive Leadership Development Scheme.

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.

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment.
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If the candidate 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 candidate must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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%= Desk review: 40% + interview 30%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 point from the technical evaluation would be considered for the financial evaluation.
- Financial Evaluation: All technically qualified proposals will be scored out of 30. The maximum points (30) will be assigned to the lowest financial proposal.

Criteria	Points (total: 70 points)
Master’s degree in public administration/public affairs, human resources, political science, public policy, law or a related area. A specialization in gender would be highly desirable.	5
Minimum 7 years of professional experience in gender mainstreaming in public administration and/or in HRM initiatives.	20
Extensive experience in initiating, planning, developing and implementing gender activities and embed them into governance projects;	15
Excellent track record in leading evidence-based analysis in the field of gender mainstreaming and diversity, with significant work experience on gender-related projects;	15
Extensive experience as adviser to, or interlocutor with, ministers and senior civil servants, and other key stakeholders, especially in the design and development of policies, as well as implementation planning.	10
Excellent negotiation skills and in presentations at international conferences, organising and leading seminars, managing workshops and conducting training sessions.	5
Experience in working on gender in South-East Asia would be an asset	<i>preferential asset</i>



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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**