



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/083

Date: 3 September 2019

Country:	Myanmar
Description of the assignment:	3 National Consultants for Social & Environmental Safeguards and DRR Mainstreaming Advisor
Duty Station:	Sittwe, Mawlamyine and Bago (1 consultant in each location) with travel to townships in the Township Democratic Local Governance project
Period of assignment/services:	5 months

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **COB Tuesday, 17 September 2019**. Email submission should state procurement notice number (2019/UNDP-MMR/PN/068) 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, [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.

BACKGROUND

UNDP Myanmar is implementing its Country Programme for 2018-2022. Integrated programming has guided the design of the new programme in order to better address the inter-linkages between peace-building, governance, natural resource management and disaster resilience, inclusive growth, and the vertical linkages between subnational and national governance levels.

The Governance for Resilience and Sustainability Project (GRSP) is designed to help the Government of Myanmar (GoM) implement recent policy reforms related to environmental governance, climate change and disaster risk reduction (DRR), to ensure that economic growth in Myanmar is more inclusive, resilient and sustainable. The project recognises that environmental degradation, when combined with natural disasters and the effects of climate change, undermines the attainment of inclusive and sustainable growth. It also recognises that Myanmar's environmental assets present unique opportunities for green economic development, which can directly support women's economic empowerment and community resilience.

Through GRSP, UNDP will continue to support the implementation of the new National

Environmental Policy (NEP), Myanmar Action Plan for Disaster Risk Reduction (MAPDRR) and Myanmar Climate Change Policy and Climate Change Strategy and Master Plan (MCCSMP) at the Union and sub-national levels. The NEP, MAPDRR and MCCSMP all advocate for the mainstreaming of environment, climate and DRR considerations throughout all sectors.

Promoting township governance, improving public financial management and enhancing public service delivery is one of the outputs under UNDP's Township Democratic Local Governance (TDLG) project. To fulfill this key result, UNDP is currently supporting Bago region, Mon and Rakhine states government in putting in place a more participatory annual township planning process, by providing a discretionary township development grant, with the aim to get township administration more responsive to people's needs and effectively and efficiently provides basic services to its population, in an inclusive, accountable and transparent manner.

With the purpose to integrate the principles of DRR and social and environmental safeguards (SES) in the township annual development planning, UNDP will organize a series of trainings and workshops covering the 20 TDLG townships to provide conceptual understandings and practical guidance on how to integrate DRR and SES considerations when planning, designing and implementing the infrastructure projects selected in the participatory planning processes. Specific objectives of the trainings are three-fold:

1. To discuss key disaster risks in the townships and how they might impact development projects and sensitize the various stakeholders involved in the preparation of annual development plans to Myanmar's regulatory requirements for safeguards and to UNDP's SES requirements.
2. To sensitize the various stakeholders involved in the preparation of annual development plans to the linkages between DRR and development planning, and to disseminate knowledge about Myanmar's legal and policy framework for environmental sustainability and resilience building.
3. Based on the above, to identify potential opportunities, challenges and barriers, as well as specific information and knowledge gaps, related to DRR and application of SES in Rakhine State which would contribute to improved township annual development planning processes and implementation of the projects.

The trainings will target both the State/Region responsible departments, the Township Planning and Implementation Committees (TPICs), Township Disaster Management Committees (DMCs) and UNDPs staff at state/region and township levels.

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 degree in social science, disaster management, environmental conservation, policy advocacy, natural resource management, engineering or a related field

- Relevant Experience: 55 points
 - Familiarity and good understanding of DRR and SES and at least 4 years of relevant work experience in Myanmar (20 points)
 - Experience in working with senior government officials (10 points)
 - Experience in teaching/training environment related courses and facilitation of consultations, workshops and trainings which include government staff, and local communities (15 points)
 - Working experience in environmental safeguards in Myanmar will be an advantage (5 points)
 - Experience working with government agencies, INGOs, UN agencies and civil society (5 points)

- English language skills: 5 points
 - Excellent command of written and spoken English and Myanmar language

Must be a Myanmar national

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

**United Nations Development
Programme**



*Empowered lives.
Resilient nations.*

ANNEX 3 - P 11/CV for ICs

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