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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/074

Date: 3 September 2019

Country:	Myanmar
Description of the assignment:	Financial Literacy Resource Development
Type of Contract:	Individual contract (National)
Duty Station:	Myanmar with travel to Yangon, Kayin, Mon, Kayah, Northern Shan and Kachin
Period of assignment/services:	(190 days) with possibility of extension
Expected Duration of Assignment :	October 2019 – July 2020

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **17 September 2019**. Email submission should state procurement notice number **(2019/UNDP-MMR/PN/074)** 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-admin.undp.org/view_notice.cfm?notice_id=58903

BACKGROUND

UNCDF makes public and private finance work for the poor in the world's 47 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. UNCDF's financing models work through two channels: financial inclusion that expands the opportunities for individuals, households, and small businesses to participate in the local economy, providing them with the tools they need to climb out of poverty and manage their financial lives; and by showing how localized investments — through fiscal decentralization, innovative municipal finance, and structured project finance — can drive public and private funding that underpins local economic expansion and sustainable development. By



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strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to SDG 1 on eradicating poverty and SDG 17 on the means of implementation. By identifying those market segments where innovative financing models can have transformational impact in helping to reach the last mile and address exclusion and inequalities of access, UNCDF contributes to a number of different SDGs.

In the fulfillment of its mandate, UNCDF Myanmar is implementing the Women's Economic and Financial Inclusion Project (WEFIP); One of the aims of the project is to increase financial inclusion through the implementation of financial literacy trainings. UNCDF Myanmar is seeking an experienced local contractor to produce and deliver a financial literacy toolkit in the states of Kachin, Kayin, Kayah, Mon, and Shan.

OBJECTIVES OF THE ASSIGNMENT

Project Rationale and Objective

The Women's Economic and Financial Inclusion Project (WEFIP) is a three-year project and aims to increase 200,000 women and girls' awareness of, access to, and use of agency over appropriate financial products and services responsibly provided by diverse and sustainable service providers in a well-regulated environment with a focus on conflict-affected areas of Myanmar.

The project will act to strengthen the supply side, demand side, and enabling environment and the socio-cultural context to improve financial access, usage and agency for women and girls, and will work closely with a broad range of financial service providers to design gender smart products for financial inclusion and increase access to finance for women MSMEs. This will contribute to more inclusive financial markets that drive women's and girls' economic empowerment and participation in the whole of Myanmar with a focus on conflict-affected and/or post-conflicts areas of the country (i.e., Kachin, Kayin, Kayah, Mon, Northern Shan).

In achieving the outcome of greater financial inclusion of women, the project recognizes that financial inclusion begins with improving financial literacy and awareness, which is particularly challenging in conflict and post conflict areas. Consequently, the project will improve financial literacy through the development of relevant, appropriate training materials in Myanmar language and through using these materials to conduct a training of trainers programme to encourage uptake of the materials and to increase financial literacy at the community level.

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



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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

The application submission process *-both financial and technical* is included in the RFP.

Criteria for selecting the best offer

Upon the advertisement of the Procurement Notice, qualified individuals are expected to submit both the Technical and Financial Proposals. Accordingly, the individuals will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

Recommended presentation of technical proposal

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, the individuals are advised to use a proposed Table of Contents.

Confidentiality and proprietary interests

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the UNDP. This assignment will be administrated by UNDP hence UNDP rules, policies and procedures will apply.

Proposed standard technical proposal evaluation criteria

Technical Proposal Evaluation: Education and qualifications	
Master's degree in business management, finance, education, economics or related field or a combination of bachelor's degree and minimum of 5 years of relevant experience.	10
At least 5 years of demonstrated technical experience in designing training curriculum and delivering training. Priority will be given to those with experience in training at the community level for rural women	20



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Relevant technical experience in financial literacy, digital finance	15
Knowledge of the national/regional situation and context for financial inclusion	15
Excellent command, spoken and written, of English and Myanmar languages.	10
Total	70

ANNEX

ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX 2 - GENERAL CONDITIONS OF CONTRACT

ANNEX 3 - P11 for ICs

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