



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/084

Date: 5 September 2019

Country: Myanmar

Description of the assignment: National Consultants for Disaster Recovery Officer

Duty Station: Naypyitaw with frequent travel to Yangon and possibly other locations in Myanmar

Period of assignment/services: 170 working days

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **COB Sunday, 15 September 2019**. Email submission should state procurement notice number (2019/UNDP-MMR/PN/084) 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

Myanmar is committed to implement the Sendai Framework for Action on Disaster Risk Reduction and meet its targets. Myanmar is co-chair of ASEAN Committee on Disaster Management Working Group on Recovery along with Indonesia and led the process of developing the ASEAN Disaster Recovery Reference Guide. To improve planning and management of recovery processes, the Government constituted the Rehabilitation and Reconstruction Working Committee. However, all the functions relating to disaster recovery were not established and defining clear roles in recovery assessments, planning, implementation, monitoring and funding has been a challenge. Lack of technical capacity, human and financial resources, awareness, lack of inter-ministerial convening power and limited presence below State /Region level make it challenging for the Rehabilitation and Reconstruction Working Committee to perform wide-ranging responsibilities and coordinate the work of line ministries. In addition, there is a high reliance on international experts for several aspects of recovery planning and implementation.

Through the Governance for Resilience and Sustainability Project (GRSP), the “Building Capacities for Resilient Recovery-Phase II” initiative will contribute to the strengthening of national capacities and systems to plan and manage recovery processes. Strengthening national capacities will result in “building back better and safer” thus contributing to building the resilience of the country and its communities in the face of disaster and restoring sustainable development pathways.

Output 1 of this initiative aims to improve the enabling environment for recovery through enhanced institutional arrangements and streamlined mandates. This is achieved through reviewing existing institutional arrangements, capacity and mandates (functions, roles and responsibilities of the Government authorities) to identify options for improvement. This includes also to analyse the existing policy framework, including financial and monitoring mechanisms to support recovery, to identify any gaps and provide technical support to the development of new or improved policies and mechanisms.

Output 2 aims at strengthening capacities of government authorities and other relevant stakeholders in implementing a resilient recovery. This output aims to enhance the Government capacity through training, awareness, development of tools and guidelines and testing tools in practice. Small-scale exercises will be carried out as case studies for learning.

Under Output 3, the initiative aims to enhance national capacities for planning and implementing recovery at community-level, ensuring that a bottom up approach is pursued and ground needs are prioritized in the recovery processes.

Output 4 promotes South-South cooperation and exchange for recovery management as well as better knowledge development, management, good practices and lessons learn sharing for effective recovery programmes.

Under this initiative and following the work that has been already initiated during the first phase of the project implementation, , the national recovery officer will support UNDP to:

- Support the government counterparts and in close collaboration with the International consultant, in the process of drafting, finalizing, consolidating (in both English and Myanmar versions) and endorsing the Myanmar National Disaster Recovery Guidelines
- Organizing discussions and multi-stakeholders' consultations with key governments departments at national and subnational levels, relevant development partners and other actors, including the private sector
- Support the dissemination, including contributing to a dissemination strategy once the Guidelines will be finalized
- Support the finalization of a State level Recovery Plan in Mon State and the selection and implementation of activities, part of the plan in coordination with the local Mawlawmyine UNDP office
- In coordination with the international consultant, with UNDP staff in Yangon and with relevant government departments, support the adaptation of the PDNA methodology in Myanmar
- Support the setting up of baseline information in order to facilitate the adaptation of the PDNA methodology in Myanmar
- Support coordination among different stakeholders involved in the process



- Support the organization and eventually, facilitation of trainings and training of trainers on recovery and/or recovery related issues.
- Support in documenting good practices and lessons learnt, providing recommendations and drafting knowledge products related to recovery issues
- Support South-South cooperation exchange, meetings and high-level fora

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.

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. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$.

- **Educational background: 10 points**
 - Master's Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field
- **Relevant Experience: 55 points**
 - Proved understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation (15 points)
 - At least 4 years of relevant work experience in Myanmar, in Disaster Risk Reduction with a focus on recovery (20 points)
 - Experience in coordination with different range of stakeholders and mostly government counterparts (15 points)
 - Experience working with government agencies, INGOs, UNDP, UN agencies and civil society (5 points)
- **English language skills: 5 points**
 - Excellent command of written and spoken English and Myanmar language

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



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Resilient nations.*

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**