



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/085

Date: 5 September 2019

Country:	Myanmar
Description of the assignment:	National Recovery Coordination Assistant
Duty Station:	Mawlamyine with frequent travel to townships in Mon state, Yangon, Naypyitaw, and other locations in Myanmar
Period of assignment/services:	160 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/085) 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

Heavy monsoon rains in July to September 2018 resulted in widespread flooding and landslides in several states and regions in Myanmar. Damages to infrastructure such as roads, public facilities, bridges and dams were reported. Agriculture was very badly affected with paddy farms as the most affected. Disaster poses a more severe impact on the livelihoods of families engaged in agriculture, with small-scale farmers and casual workers being the most affected groups. Sediments, debris and sludge covered mostly of the farms which threatens the readiness of the farms for cultivation during the winter season. All these poses the challenge and undermines the ability of the affected population to recover fast from the flood disaster.

UNDP Myanmar complemented the interventions undertaken by the Government of Myanmar by supporting the government in early recovery activities aiming at supporting resilient livelihoods recovery and developing capacities for recovery planning and coordination in Mon State. Specifically, by providing direct support to livelihoods stabilization of affected communities and develop capacities of local authorities (at State/Region and Township levels) to lead the design and implementation of early recovery and long-term recovery efforts. This support is part of the initiative 'Building Capacities for Resilient recovery – Phase 2' under the Governance for Resilience and Sustainability Project that UNDP, along with the Department of Disaster Management, is currently implementing in the country.



*Empowered lives.
Resilient nations.*

The initiative aims to strengthen national capacities and systems to plan and manage recovery processes. Strengthening national capacities can result in “building back better and safer” thus contributing to building the resilience of affected 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 to enhance national capacities for implementing recovery at the community level. This implies to build local capacities for recovery planning and implementation, while having in place effective mechanisms to understand local needs and address them throughout the process.

More recently, heavy rains caused extensive flooding and landslides throughout Mon State during the 2019 wet season. The latest disaster conditions exacerbate the impacts from 2018 and make the implementation of coordinated recovery activities even more critical.

In order to support these ongoing activities by maintaining the coordination network established in Mon State, ensuring effective and efficient functioning of the UNDP Mawlamyine Office and ensuring effective administrative and logistical support, UNDP is looking for a coordination officer that will:

- Monitor and oversee the early recovery and recovery intervention ongoing and planned
- Ensure dialogue and coordination with different involved stakeholders (UNDP, government counterparts, NGOs, private company, local communities)
- Support in administrative and logistic tasks

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
 - A bachelor's degree in development studies, Social Science, Geography, International Relations or a related field

- Relevant Experience: 55 points
 - At least 3 years of relevant work experience in Myanmar, in project implementation, logistic and administration
 - Experience in coordination with different range of stakeholders and mostly government counterparts
 - Experience working with government agencies, INGOs, UN agencies and civil society will be an advantage
 - Previous experience in recovery, disaster risk reduction, environmental management will be considered a strong asset
 - Master Degree will be considered an asset

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

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

ANNEX 3 - P 11/CV for ICs

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