



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/088

Date: 11 September 2019

Country:	Myanmar
Description of the assignment:	Housing Land and Property (HLP) rights and Durable Solutions Coordinator
Type of Contract:	International Individual Contract as Framework Agreement
Duty Station:	Myitkyina, and in-country missions in Myanmar
Period of assignment/services:	1 October 2019 to 31 September 2020 (200 working days)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **22 September 2019**. Email submission should state procurement notice number (**2019/UNDP-MMR/PN/088**) 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=59146

BACKGROUND

The United Nations (UN) Secretary General endorsed the Framework on 'Ending Displacement in the Aftermath of Conflict,' which establishes priorities and responsibilities to support the delivery of durable solutions for Internally Displaced Persons (IDPs) and refugees returning to their country of origin. At the country level, UNDP and UNCHR, in their capacities as global cluster lead agencies on Early Recovery and Protection, are tasked with providing the necessary technical expertise to the Resident Coordinator to support the development and implementation of Durable Solutions. In this capacity, UNDP Myanmar is in the process of developing a new programme to support durable solutions, working in partnership with the



UN Country Team (UNCT), as part of a Kachin Area Based Programme (KABP).

A critical component of to address displacement is the need to address HLP rights . Through the UNDP, ‘Strengthening Accountability and Rule of Law (SARL) Project’, UNDP supports the Government of Myanmar to address low public trust in state institutions at a critical time in Myanmar’s transition. Building on the clear initiative of all three branches of the Government of Myanmar to promote transparency and accountability, the project helps to strengthen institutional frameworks and capacities for good governance. SARL is organized into three main intervention areas: (1) Anti-Corruption, (2) Parliament, and (3) Rule of Law and Human Rights.

Within the Rule of Law and Human Rights component, SARL supports institutional capacity of formal justice sector institutions to provide higher quality, more accessible and responsive legal services to the public and to other government entities, as well as institutional justice sector efforts to coordinate among themselves and development partners in order to address the urgent needs identified at the local and national level, and to leverage resources to provide a cohesive justice sector reform strategy. SARL’s work in the field of rule of law also includes initiatives with CSOs to protect the HLP rights of IDPs in conflict-affected locations such as Kachin and Rakhine. Additionally, UNDP together with other UN agencies is also developing and piloting durable solutions programming to ensure recognized humanitarian standards are applied during returns or resettlement of IDPs.

To this end, UNDP is seeking a **HLP and Durable Solutions Coordinator** to coordinate UNDP’s activities in Kachin State. It includes supporting the design and roll out of UNDP’s new KABP that will support durable solution activities and the expansion of HLP programming in Kachin and Northern Shan, including provision of technical support to CSOs and legal aid service providers in these locations during project implementation. S/he will lead the coordination of durable solutions programming in Kachin State, working closely with other UN agencies and Government institutions.

S/he works in collaboration with the Deputy Resident Representative, Country Office Governance and Sustainable Peace Unit, Programme Support Unit and other project teams, government officials, UN Agencies, technical experts, implementing partners, beneficiaries and civil society to support successful implementation of the KABP.



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.

Candidates should submit the following documents:

- a. Duly completed 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. Note: 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.



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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

Offers received will be evaluated using a combined scoring method, where the qualifications of the Offeror will be weighted 70% (i.e. technical evaluation), and combined with the price offer, which will be weighted 30% (i.e. financial evaluation).

Technical Evaluation will be conducted based on a review of the applicant’s qualifications (40 points) and the performance in an interview (30 points). Only candidates obtaining a minimum of 70% (49 points) in the Technical Evaluation will be considered for the Financial Evaluation.

Criteria	Total Points (40)
University degree in law, social sciences, development studies or any other related area.	5
Minimum 10 years of professional experience working in the field of rule of law, human rights and access to justice with Government institutions and communities.	5
Strong understanding of HLP issues in emergency, post-conflict and transitional settings, and sustainable durable solution approaches.	10
Experience working directly on HLP rights issues involving internally displaced persons, preferably in Myanmar.	5
Experience working with a CSOs, UN agencies and government officials.	5
Experience in designing and implementing training and capacity-building in a development country context, including for senior public officials.	10

Financial Evaluation: All technically qualified proposals will be scored out of 30. The maximum of 30 points will be assigned to the lowest financial proposal



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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**