



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/090

Date: 13 September 2019

Country:	Myanmar
Description of the assignment:	National Consultants for MSME Training & Capacity Development Officer
Duty Station:	Yangon, with travel to Shan State, Rakhine State, Dry Zone Region
Period of assignment/services:	45 working days

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **Friday 17:00 (Myanmar Time), 27 September 2019**. Email submission should state procurement notice number (2019/UNDP-MMR/PN/090) 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 undergoing an unprecedented and complex transition process from conflict to peace, from military rule to a democratic civilian Government and from a largely closed economy to an open market economy. Currently, it is categorized as a Least developed Country with imperatives of creating an enabling environment for foreign investments and economic reforms to foster inclusive and employment rich economic growth. The transformation of Myanmar is driven by a fast-paced growth in the private sector. As a rapidly growing regional economy in a dynamic neighbourhood surrounded by ASEAN, China and India, Myanmar needs to undertake structural and economic diversification by nurturing transformative and competitive micro, small and medium enterprises (MSMEs) and building up economy wide productive capacities.

Dynamic MSMEs are widely acknowledged as a key driver of sustainable and inclusive economic growth leading to reduction of poverty and inequality. MSMEs account for bulk of job creation and national economic output in most developing countries. Their contribution becomes even more significant if the informal businesses are included in the calculations. MSMEs have a significant role to play in poverty reduction and bringing about rural transformation including participation in value and supply chains. The Myanmar Private Sector Development Framework and Action Plan produced by the Ministry of

Industry refers to MSME's as enabling 'poor and disadvantaged populations, and especially women and ethnic groups, to work their way out of poverty and for the economy to experience inclusive growth'. However, the presence of dynamic future aligned MSMEs particularly women owned and led, is neither automatic nor assured and requires an enabling business environment, conducive policies and systematic capacity building efforts.

UNDP under its Country Programme (2018-2022) has a mandate to promote more inclusive economic growth and economic empowerment with a focus on women and vulnerable groups. UNDP under its newly launched Project Initiation Plan on Promoting the Economic Empowerment of Women and youth is seeking to strengthen the capacities MSMEs on SDGs in general and on setting up inclusive businesses, setting up sustainable and responsible business practices as also to support a more enabling environment for micro and small businesses to benefit from national, regional and global economic opportunities.

This initiative is aligned to the SDGs 2030 agenda and resonates with a number of SDGs including SDG 1 (No Poverty), SDG 8 (Decent Work and Employment), SDG 9 (Industry, Innovation and Infrastructure), SDG 17 (Partnerships for the SDGs) as well as to Pillar 2 and Goal 3 of the Myanmar Sustainable Development Plan (MSDP) 2018-2030 on Job Creation and Private Sector Led Growth. The MSDP notes that SMEs are vital for private sector-led economic growth and essential for sustained, broad-based job creation. Development of SMEs, including small-to-medium industries (SMIs) is considered as policy priority in this MSDP.

Together with a MSME capacity building service provider, UNDP will be organizing a series of training sessions targeting a wide range of MSMEs in 4 States/Regions in Myanmar (Rakhine State, Shan State, Yangon and Dry Zone Region). The service provider will undertake a training needs assessment based on which the training methodology and curriculum will developed. The training programme shall encompass, but not be limited to the following specific areas:

- Concept and basic principles of entrepreneurship including entrepreneurs' characteristics, importance of entrepreneurships in the market economy;
- Personal skills and business planning tools – introduction and development of entrepreneurial competencies, identification of personal entrepreneurial characteristics, SWOT analysis, development of own business idea, etc;
- Marketing plan – concept, techniques for development; and
- Business operations – basic knowledge for the operational costs and profitability, initial investments for business start-ups, financial planning, sales techniques and forecast of the company income, etc.

Each training session is expected to include not more than 25 participants, and each session to provide at least 48 hours of class. At least 200 participants are anticipated to be provided with capacity building support over a three-month period.



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 Points] x [USD lowest] / [USD other] = points for other proposer's fees.

Educational background: 10 points

- Master's degree in economics, business administration or in any other related field

Relevant Experience: 55 points

- Around 6-8 years of relevant work experience in Myanmar with a demonstrated track record of successful engagement with the private sector with a focus on MSMEs;
- Demonstrated experience in facilitating and managing MSMEs related trainings/programmes in Myanmar.
- Demonstrated understanding of the SDGs and ongoing innovative programming and capacity building of in partnership with the private sector with special reference to UN agencies;
- Advanced IT skills, excellent analytical, report writing and presentation skills.

English language skills: 5 points

- Fluency in written and spoken English

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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)



*Empowered lives.
Resilient nations.*

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**