



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/110

Date: 4 October 2019

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Consultant for developing an Option Paper on the application of the Human Resources Management System and the Senior Executive Leadership Development Scheme for the Myanmar's Civil Service at State and Region Level</b>
<b>Type of Contract:</b>	<b>Individual Contract (International)</b>
<b>Duty Station:</b>	<b>Nay Pyi Taw, homebased, and in-country missions in Myanmar</b>
<b>Period of assignment/services:</b>	<b>29 October 2019 – 28 February 2020 (60 fee days delivered over 4 Months)</b>

Proposal should be submitted to (either UNDP Jobs site <http://jobs.undp.org> or [bids.mm@undp.org](mailto:bids.mm@undp.org)) no later than **17 October 2019 (COB, Yangon)**. Email submission should state procurement notice number **(2019/UNDP-MMR/PN/110)** 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](mailto: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=59851](http://procurement-notices.undp.org/view_notice.cfm?notice_id=59851)

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### BACKGROUND

Myanmar is witnessing a rapid and unprecedented change in its political and governance landscape. The 2008 Constitution established seven Regions and seven States, in addition to a Union territory organized around the capital city, Nay Pyi Taw. Region and State governments are composed of a unicameral and partially elected Region and State Parliaments or "Hluttaw", an executive led by a Chief Minister and a cabinet of Region and State ministers

and Region and State judicial institutions. The roles of the Region and State Governments as set out in the 2008 Constitution and subsequent amendments include some rights to enact laws, region and state budgets, tax collection, expend funds and manage projects.

Despite commitments to decentralization, in practice Myanmar's governance structures remain heavily centralized with existing administrative structures and practices, and accountability and decision-making processes predominantly organized around strong central agencies, with some devolution. A whole of government approach is needed to embed horizontal co-ordination and integration in the process of policy design and implementation and help recalibrating systems that currently are sector-based silos, to promote inter-sectoral dialogue and policy making.

UNDP supported the Government of Myanmar in developing its national policy on Civil Service Reform (CSR), which culminated in the launch of the CSR Strategic Action Plan for 2017-2020. The Plan is intended to transform the civil service and mainstream in its regulations and procedures a new culture and the principles of integrity, meritocracy, accountability, inclusiveness and responsiveness.

Via the LEAP project, UNDP has supported the review of the Civil Service Regulations and Systems and has contributed to determine benchmarks for the Union Civil Service Board (UCSB), custodian of civil service management issues in Myanmar, to consider while modernizing the human resources management system of the country. Specific focus was put on selection, promotion, transfer and performance management and training systems for civil servants. With support from UNDP, competency frameworks and Job Description guidelines were devised to serve as the basis for new recruitment and selection processes and 5 position papers and toolkits on Recruitment and Selection, Promotions, Postings/transfers, Performance evaluation system and Human Resources Planning were developed.

The papers have been consolidated in one strategic document entitled "Human Resources Management (HRM) Systems improvement in the Myanmar Civil Service" that is currently under review by the UCSB.

The papers propose a new Human Resources Management System that will enable the Government of Myanmar to achieve its vision for a people-centered, inclusive, transparent, ethic and merit-based civil service. UNDP's LEAP project aspires to provide support to the UCSB and more broadly to the Government of Myanmar to modernize its HRM systems, with the aim of upholding merit-based, performance-driven and gender sensitive selection, recruitment, promotion, posting/transfers and performance management systems.

To foster leadership and support for managing change, a targeted Senior and Executive

Leadership Development Scheme was designed encompassing the selection, training, performance management and succession planning of Directors, Deputy Directors General and Directors General.

As the UCSB has the mandate to regulate Civil Service matters across the Union and the State and Regions, further analysis is needed to apply the HRM system and SELD scheme at sub-national level.

**This consultancy intends to support the UCSB in identifying options to implement the improved HRM system and the SELD scheme at State and Region levels by 1) conducting desk review and context analysis of the HRM system leadership development opportunities of two Ministries in selected States and Regions (2 States and 2 Regions); 2) drafting a situation analysis and an option paper for the implementation of the HRM system and SELD scheme in the selected States and Regions.**

## **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.**

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Technical proposal covering why the consultant is most suitable for the work and the approach to completing the assignment; the CV of the consultant or P11 indicating all 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) Financial proposal: lump sum in US dollars which is all inclusive, for example covering professional fees, living allowances and transport costs, along with other incidental costs. A financial proposal form is provided with the letter of confirmation and availability. 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.

### 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% Desk review) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 points from the technical evaluation would be considered for the financial evaluation.
- Financial Evaluation: All technically qualified proposals will be scored out of 30. The maximum points (30) will be assigned to the lowest financial proposal.

Criteria	Points (total: 100 points)
Master's degree in human resource management, organizational development, business administration, or equivalent.	10
Minimum 7 years of professional experience in overseeing the development and implementation of the human resources policies, procedures and practices in central ministries and local public administrations;	25
Proven track record of research, publications, context analysis on human resources management system and/or leadership development schemes	25



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for policy implementation;	
Experience in working with different departments in an advisory or consultancy role, assisting them to understand and implement policies and procedures, especially in the design and development of HRMS policies, as well as implementation planning;	20
Demonstrated knowledge of decentralization and local governance principles	20
Experience in undertaking developmental assignments in Myanmar is a plus	Asset