



## 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 HRMS business process mapping and re-engineering in the Myanmar Union Civil Service Board</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 – 31 March 2020 (88 fee days delivered over 5 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/111)** 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=59855](http://procurement-notices.undp.org/view_notice.cfm?notice_id=59855)

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## BACKGROUND

The Government of Myanmar (GoM) is engaged in a wide-ranging and multi-faceted Civil Service Reform (CSR) agenda, defined by the CSR Strategic Action Plan launched in July 2017. The CSR initiative aims to transform Myanmar's administrative machinery into one that is results-oriented, ethical, meritocratic and people-centered.

The CSR Strategic Action Plan is built around four pillars:

1. Improving the governance of the Civil Service: fostering the transition to a client and

service-oriented culture through institutional, regulatory and procedural change;

2. Enhancing integrity, meritocracy, equality and performance: creating the conditions for improving recruitment, retention and promotion of skilled, knowledgeable and high performing individuals, consistent with the overarching goal of transparency, accountability and inclusiveness;
3. Effective and efficient Civil Service: encouraging the acquisition of skills and knowledge through a commitment to training and professional development;
4. Promoting transparency and accountability in the Civil Service: establishing mechanisms to improve people-centered services and reduce corruption and bribery.

The 'Perception Survey on Ethics, Meritocracy and Equal Opportunities' undertaken by UCSB with the support of UNDP in 2016 identified the need to improve Human Resources Management (HRM) systems as a priority for structural reforms. Pillar II of the CSR addresses these recommendations and pinpointed the need to improve existing systems and procedures, notably the Recruitment, Selection, Promotions, postings/transfers and the performance evaluation systems.

Improvements have already been recorded by UCSB in the various systems, notably in the selection process with a new screening processes of the entry-level candidates and a job portal under construction, and in performance evaluation, with a revamped evaluation criteria. Moreover, 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 operationalize the envisaged HRM system an assessment and mapping of current HRMS business processes would be needed to determine the change demanded to achieve the CSR

vision.

This consultancy intends to support the UCSB in adopting the improved HRM practice by 1) conducting a business process mapping assessment in the UCSB against the proposed HRMS; 2) drafting a people-centered and result oriented action plan for the implementation of the new HRMS; 3) identify capacity- needs within the UCSB to implement the new system and introduce result-based management principles, formalized in a capacity-development plan; 4) ensure sustainability by setting a M&E framework for the HRMS plan and for the capacity-development plan to be owned by the UCSB; 5) develop supporting documents and training manuals for the application of result-based management in the HRM processes; 6) conducting ToT with focal points identified in the UCSB to ensure correct and continuous application of the new system.

## 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 business administration, Public Administration, Organization Psychology, Human Resource Management or Organization Development or equivalent.	10
At least 7 years of relevant experience in Human Resources Management for public organizations. Experience in developing countries and in South East Asia is highly desirable.	25
Excellent track records of HR business process mapping and assessment in public organizations;	25



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Resilient nations.*

Minimum 5 years of experience as adviser to, or interlocutor with, ministers and senior civil servants, and other key stakeholders, especially in development of HRM system strategies and action plans for ministries and public agencies;	20
Proven track record of staff capacity-needs assessment and conduction of trainings, ToT and drafting of learning material;	20
Experience in undertaking developmental assignments in Myanmar is a plus	Asset