

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/144

Date: 31 October 2019

Country:	Myanmar
Description of the assignment:	International Consultant- Social & Environmental Safeguard and Resilience -Building Advisor
Duty Station:	Yangon, with travel to other locations in Myanmar (Sittwe, UNDP area offices and select townships in the Township Democratic Local Governance project)
Period of assignment/services:	5 months

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), 8 November 2019**. Email submission should state procurement notice number (2019/UNDP-MMR/PN/144) 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

UNDP Myanmar is implementing its Country Programme for 2018-2022. Integrated programming has guided the design of the new programme in order to better address the inter-linkages between peace-building, governance, natural resource management and disaster resilience, inclusive growth, and the vertical linkages between subnational and national governance levels.

The Governance for Resilience and Sustainability Project (GRSP) is designed to help the Government of Myanmar (GoM) implement recent policy reforms related to environmental governance, climate change and disaster risk reduction (DRR), to ensure that economic growth in Myanmar is more inclusive, resilient and sustainable. The project recognises that environmental degradation, when combined with natural disasters and the effects of climate change, undermines the attainment of inclusive and sustainable growth. It also recognises that Myanmar's environmental assets present unique opportunities for green economic development, which can directly support women's economic empowerment and community resilience.

Through GRSP, UNDP will continue to support the implementation of the new National Environmental Policy (NEP), Myanmar Action Plan for Disaster Risk Reduction (MAPDRR) and Myanmar Climate Change Policy and Climate Change Strategy and Master Plan (MCCSMP) at the Union and sub-national levels.

The NEP, MAPDRR and MCCSMP all advocate for the mainstreaming of environment, climate and DRR considerations throughout all sectors.

Promoting township governance, improving public financial management and enhancing public service delivery is one of the outputs under UNDP's Township Democratic Local Governance (TDLG) project. To fulfill this key result, UNDP is currently supporting Bago region, Mon and Rakhine states government in putting in place a more participatory annual township planning process, by providing a discretionary township development grant, with the aim to get township administration more responsive to people's needs and effectively and efficiently provides basic services to its population, in an inclusive, accountable and transparent manner.

Taking into account the complexities and overlapping development challenges in different parts of Myanmar, UNDP understands that it is necessary to put into place a multidimensional approach to development. UNDP is pioneering an area-based programme approach working closely with all levels of the government, the UN system, civil society and communities. The Rakhine Area Based Programme (RABP) is under implementation, while a new area based programme is being explored for Kachin State.

As part of the RABP, UNDP Myanmar together with UNHCR and UN Women, and with support from the UN Resident Coordinator's Office (RCO), is implementing a joint project – *'the Project for humanitarian and development assistance to help create conditions conducive to the return of displaced persons from and within Rakhine State and to promote resilience-based development'* in Rakhine State. The joint project is aligned with the Rakhine Advisory Commission recommendations, the committed support to the Tripartite Memorandum of Understanding on creating conditions conducive to the return of displaced persons from and within Rakhine State, and at supporting recovery and resilience-based development for the benefit of all communities living in the state, and the United Nations' long-term engagement towards Myanmar and Rakhine. The project seeks to contribute to addressing the roots of displacement, under-development and poverty, and of the lack of trust between people and government, while providing humanitarian support to displaced individuals and preparing the possible return of refugees to Rakhine. The intervention aims to strengthen participatory governance and the rule of law, to promote social cohesion and the development of resilient livelihoods, and to provide direct humanitarian support to displaced populations in a manner that empowers women and promote gender equity. It will further provide critical humanitarian support to ensure dignified living conditions in camps solutions to displacement are in place.

Across UNDP Myanmar's Country Programme, and with specific emphasis on the area based programme and other key projects including TDLG, there is a need to increase awareness amongst all implementing partners of UNDP's social and environmental safeguards (SES) policy and requirements.

To support efforts to raise awareness of SES within UNDP project teams and partners, and to assist with the design of new area-based programming with advice on SES and resilience-building, an international

expert is to be engaged to provide trainings and targeted advice.

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

- A master's degree in social science, disaster management, environmental conservation, policy advocacy, natural resource management, engineering or a related field

▪ Relevant Experience: 55 points

- At least 10 years of directly relevant experience in the application of SES principles (10 points)
- Familiarity and good understanding of practical application of SES principles, DRR and resilience-building (10 points)
- In-depth knowledge of, and practical experience with, UNDP SES Policy (10 points)
- Experience in designing and delivering teaching/training on SES matters for diverse stakeholders including UNDP staff, implementing partners, government staff, and local communities (10 points)
- Experience working with senior government officials (5 points)
- Experience working with UN agencies, INGOs and civil society (5 points)
- Working experience in SES in Myanmar or other south-east Asian countries will be an advantage (5 points)

▪ English language skills: 5 points

- Excellent command of written and spoken English



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Resilient nations.*

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**