



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/146

Date: 4 November 2019

Country:	Myanmar
Description of the assignment:	Senior International M&E Systems Advisor
Type of Contract:	Individual Contract (International, senior level)
Duty Station:	home-based and Nay Pyi taw, with travel to Yangon, Myanmar
Period of assignment/services:	1 December 2019 – 15 May 2020 (45 fee days)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **24 November 2019, 24:00 hr (COB, YANGON)**. Email submission should state procurement notice number (**2019/UNDP-MMR/PN/146**) 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.

BACKGROUND

The Government of Myanmar has developed the Myanmar Sustainable Development Plan (MSDP), as its overarching strategy for sustainable development in Myanmar in line with the Sustainable Development Goals (SDGs) and the 2030 agenda. The MSDP will be implemented through a number of instruments, including through the Project Bank, a clearinghouse for large-scale government and public-private-partnership projects. The mechanism for coordinating and monitoring implementation of the MSDP, the MSDP Implementation Unit has yet to be convened. The MSDP is to be a “living document” with regular reviews of its implementation based on rigorous evidence.

The tasks of monitoring the implementation of MSDP and conducting regular evidence-based reviews of its achievements requires a robust monitoring and evaluation system, the coordination of which is beyond any single government ministry.

Myanmar has as of yet no national monitoring and evaluation (M&E) system that keeps track of the implementation of all of the government policies and plans – there is no policy or legal framework on national-level M&E, no agency mandated to maintain such strategic-level

oversight and no mechanism to comprehensively collect, exchange and consolidate data coming from project, program and policy implementation.

The Central Statistical Organization (CSO) with the support of UNDP's Support to Effective and Responsive Institutions Project (SERIP), has recently finalized the development of a National Indicator Framework (NIF) with a comprehensive set of indicators to monitor the 28 strategies of the MSDP. From September 2019, process of metadata development for the NIF indicators has been launched and it is expected to complete in early 2020. The metadata process of NIF has three main objectives which are, a) NIF with full metadata (statistical detail information about concept and definition, data source, data collection method, calculation methodology and procedure for quality assurance, etc.) will be developed, b) institutional arrangement for NIF reporting will be set up, and c) data baselines will be established and so to proceed with indicator target setting.

To ensure effective implementation of the MSDP, the CSO or other designated government agencies will need to ensure coordination of data collection against the MSDP's 286 indicators, many of which are composite and require inputs from more than one ministry. Beyond collection of data effective monitoring of the NIF requires that indicator stories be produced for indicators across agencies. These indicator stories will be made available to policy-makers to ensure they have information on implementation progress as per the NIF and can use this information to design adequate policy responses where necessary.

UNICEF and UNDP are also supporting a national evaluation working committee in the MoPF in conducting a National Evaluation Capacity Assessment (NECD) based on a regional methodology already successfully applied in Thailand, Indonesia and other countries of the South East Asia region. The findings of this assessment need to inform the development of an M&E system for the MSDP.

Against this background, UNDP seeks the services of an experienced Senior International M&E Systems Advisor to provide policy advice and for the design of a national M&E system with a focus on the monitoring and evaluation of the MSDP, ensuring also a link of the MSDP NIF process with ongoing sectoral monitoring efforts.

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 present their offer to UNDP in the following form:

- **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- A **Cover Letter**, outlining the suitability of the candidate for the assignment;
- **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;
- **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.

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

Offers will be evaluated based on the combined scoring methods, whereby the qualifications of the applicants and the quality of the cover letter will be weighted 70% and the financial proposal will be weighted 30%. The formula for scoring will be as follows.

Technical Experience (70 points):

- A minimum of 15 years relevant working experience in statistics or monitoring and evaluation in national agencies or international organizations; (15 points)
- Proven experience in providing technical assistance in the design of national M&E systems in a developing country; (15 points)
- Proven experience working on SDG integration in a national development plan; (15 points)
- Proven experience in process facilitation and training design and delivery; (10 points)
- Experience working with senior public officials; (5 points)
- Experience working on statistics or M&E systems Myanmar or South East Asia is an asset; (10 points)

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for qualifications) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(Qualifications Rating) x (Weight of Qualifications, 70%)

+ (FP Rating) x (Weight of FP, 30%)

Total Combined and Final Rating of the Proposal