



## EXTENSION OF INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/UNDP-MMR/PN/148

Date: 12 November 2019

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>Human Rights Due Diligence Expert</b>
<b>Type of Contract:</b>	<b>Individual Contract (International)</b>
<b>Duty Station:</b>	<b>Yangon with in Country field missions</b>
<b>Period of assignment/services:</b>	<b>1 December 2019 – 31 May 2020 (120 days - 6 Months)</b>

Proposal should be submitted to (either [bids.mm@undp.org](mailto:bids.mm@undp.org) or UNDP Jobs site <http://jobs.undp.org>) no later than **1 December 2019, 24:00 hr (COB, YANGON)**. Email submission should state procurement notice number (**2019/UNDP-MMR/PN/148**) 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.

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## BACKGROUND

### UNDP Country Programme (2018-2022)

Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status in the near future.

The first UNDP Country Programme was delivered from 2013-2017. As a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, which will deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country. The UNDP Country Programme Document (2018-2022) will be implemented through the following two key programme areas: Governance and Sustainable Peace Program aligned to Myanmar Sustainable Development Plan (MSDP) Goal : Peace, National Reconciliation, Security and Good Governance and and Sustainable and Inclusive Growth Program that aligns with MSDP Goal 5: Natural Resources & the Environment for National Posterity.

In the framework of the new Country Programme, the Country Office is leading an Area Based



Programme in Rakhine and exploring adopting a similar approach in Kachin state in addition to its other development programmes in other subnational levels like South East Myanmar. All these regions have both Nationwide Ceasefire Agreement (NCA) signatory Ethnic Armed Organised (EAOs) and non NCA Signatory EAOs. The Tatmadaw EAOs clashes in these areas has resulted in reported human rights violations and abuses as documented by the UN Independent International Fact Finding Mission reported established in March 2017 by the United Nations Human Rights Council. Programming in such context therefore requires UNDP to proactively monitoring risk put in place mitigation measures and safeguards to inform its engagement with various stakeholders, programme support, procurement, hiring practices etc.

## 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.

The following should be included in the offer;

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Personal CV 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 professional references.
- c) **Brief description** of why the candidate considers him/herself as the most suitable for the assignment.
- d) **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

## 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

Submissions 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.

Criteria	Total points
<b>a. Technical</b>	<b>70</b>
At least 7 years of experience in the human rights field, including at least 3 years at the international level and experience in a UN human rights field presence	30
Experience of work on human rights due diligence, impact assessments and the human rights based approach	20
Experience in advisory roles on HRDD for wider UN programmes and operations in fragile and/or post conflict contexts especially in South East Asia	20
<b>b. Financial</b>	<b>30</b>



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Resilient nations.*