



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2019/PROC/UNDP-MMR/PN/170

Date: 29 November 2019

Country : MYANMAR
Description of the assignment : International Consultant (UNCAC Expert)
Duty Station : Yangon, Myanmar and travels as required
Period of assignment/services : 107 Working days (January 2019 to May 2020)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs website <http://jobs.undp.org>) no later than 17:00 (Myanmar Time), 9 December 2019. Email submission should state procurement notice number (2019/PROC/UNDP-MMR/PN/170) in the subject line.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail mmr.procurement@undp.org, (3) days before the deadline for submission of proposal. Procurement Unit will response in written 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.

1. BACKGROUND

The UNODC Country Programme for Myanmar (2014-2020) consists of five Sub-Programmes addressing drugs and crime in Myanmar, including Sub-programme 2: Anti-Corruption.

Under this Sub-programme, UNODC supports Myanmar to more effectively prevent, raise awareness of, detect, investigate and prosecute corruption. The support is provided in relation to four different outcome areas: (1) Improved legal and policy environment to support the Government anti-corruption efforts in line with international standards, (2) Enhanced institutional capacity to prevent, raise awareness of, detect, investigate and prosecute corruption, (3) Strengthened integrity of the judiciary and prosecution, and (4) Improved capacity of Civil Society Organisations and Private Sector to prevent and contribute to combating corruption.

As part of UNODC's support to enhance institutional capacity to counter corruption, the International Consultant will support efforts to strengthen the preventive capacity of the Anti-Corruption Commission (ACC)

The consultant will work under the overall supervision of the UNODC Anti-corruption National Programme Coordinator.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please see Terms of Reference attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please see Terms of Reference attached.

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)
- 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)
- 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 break down 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.

Travel

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 shall be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Financial proposal form is attached to Letter of Confirmation of Interest and Availability.

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. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$.

Applications will be scored as per the following breakdown

- Relevance of education - Max 10 points
- Experience at least 10 years of progressively responsible relevant work experience in the field of anti-corruption – Max 20 Points
- Operational experience with UNCAC implementation, review, and self-assessment processes is essential – Max 10 Points
- Sound experience providing technical assistance to governmental institutions and in an international setting in corruption essential – Max 10 Points
- Practical operational experience working in an anti-corruption agency, or an international organization, on prevention of corruption including on the issue of asset declaration, whistleblower protection and corruption risk assessment is required Max 10 points
- Understanding of the concept of corruption in the fisheries sector – Max 10 Points

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT

ANNEX 3- P-11 for ICs

ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal