



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/027

Date: 31 March 2020

Country:	Myanmar
Description of the assignment:	National ICT and IM for Parliament Consultant
Type of Contract:	Individual Contract (National)
Duty Station:	Home-based, with extensive travel to Yangon, Nay Pyi Taw and to 14 Regions and States
Period of assignment/services:	April 2020 – January 2021 (10 months)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org> no later than **12 April 2020, 24:00 hr (COB, YANGON)**. Email submission should state procurement notice number **(2020/UNDP-MMR/PN/027)** 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

ICT infrastructure and software solutions and sound information management (IM) are critical for the work of the modern parliament. Good ICT systems, information management systems, and websites are critical tools for parliaments in conducting their business effectively and in communicating with and involving the public in parliament work.

UNDP has supported the development of Myanmar's Union-level and 14 Region and State Hluttaws since 2012. UNDP's programme is aligned with the Myanmar Parliaments' development agenda, expressed in their strategic plans and in the decisions of the Myanmar Parliamentary Union (MPU). It is implemented in close coordination with the Union-level Hluttaws' Joint Coordination Committee (JCC), which coordinates implementation of the Myanmar Hluttaw Strategic Plan and development partner support.

ICT and IM in the Region and State Hluttaws

In 2018, the Union-level Hluttaws offered to share experience and provide support to Region and State Hluttaws in ICT development and information management. Speakers and Deputy

Speakers of Region and State Hluttaws requested that UNDP conduct a comprehensive ICT assessment of Region and State Hluttaws to explore opportunities for common ICT development activities and for support by the Union Hluttaw.

The ICT assessment was conducted in 2018 at the 14 Region and State Hluttaws, and resulted in a detailed report on: The current state of ICT and information management in the Region and State Hluttaws; The proposed ways forward for the Hluttaws in addressing ICT development; Linkages with Union Level ICT development programme and potential synergies to be achieved. The assessment evidenced a clear need for more electronic-based working and highlighted the absence of centralized shared electronic document management systems as a major limitation for the Hluttaw to be:

- more efficient internally, in sharing and collaborating on incoming and processed legislative documents;
- better in the distribution of legislative and other documents to Committees and Members;
- and, timely in compiling the legislative dossiers and other documents that would be fit for further electronic publication on the Hluttaw public websites, and via social media channels.

An improved ICT and information management system will ensure better communication between the Hluttaw and the public and allow public participation in the work of the Hluttaw.

Moving forward the ICT assessment formulated a recommended ICT and IM development roadmap with the following milestones:

- Building the ICT operations unit: First the ICT organization needs to be put into place. Within the Hluttaw administrations there needs to be at least one ICT qualified technical person, starting with the ICT manager position. This person will be the technical counterpart in all ICT planning activity that is done with Hluttaw senior management through the ICT steering committee.
- Establishing ICT Governance & Planning: Once the ICT manager is in place, and the ICT steering committee is formed then the plan of what is to happen in the next 3 years must be formulated. This ICT planning phase results in an ICT strategic plan, an annual workplan, and a multi-year ICT budget
- Foundational ICT and IM implementation activity: Shortly after the planning phase the first ICT implementation activities can begin from policies and guidelines development, to ICT infrastructure to putting into place systems for improved IM and information services delivery.
- Inter-Hluttaw knowledge networking & coordination: At the point when actual

systems are being developed and becoming operational in the Hluttaws there is also a need for mutual collaboration and coordination between the Region and State Hluttaws, and also with the Union Hluttaw. For this purpose, the necessary networking and collaboration mechanisms need to be put into place.

UNDP's role is integral to the recommended ICT development roadmap at the 14 Region and State Hluttaws and will as such provide relevant technical support through 1) initial infrastructure procurement and installation, 2) dedicated ICT and IM technical advisory and capacity building support, and 3) tailored training opportunities, to get the Hluttaws up to required levels so that these can independently manage and maintain their ICT governance, operations, infrastructure and services. In addition, UNDP will support those Hluttaws that want to explore cloud solutions by means of SharePoint Online for legislative document management, through the establishment of a Hluttaw internal Intranet and the establishment of interactive websites that allow public participation in Hluttaw work.

Training Network

In order to support equal development of Region and State Hluttaws, starting from 2019 UNDP is supporting a network approach to staff capacity development, connecting capacity development at Union and Region and State levels and strengthening engagement and mutual learning between all levels.

Management Training with Region and State Deputy Directors General conducted in March 2019 helped to identify priority for service development. The first Knowledge Exchange Programme delivered from 3-4 October 2019 then build professional skills of Executive Managers and Unit Managers to lead service improvement projects in priority areas of committee development and ICT development. Skills training on ICT was held in Mandalay from 3-13 March 2020 to implement service improvements. It was delivered together with UNDP trainers and experienced ICT Department staff from the Union Hluttaw. Taken together, this forms the development of a staff training network and annual training cycle.

The network is made operational and sustainable by ongoing support to develop Hluttaw staff trainers at Union and Region and State levels, including in ICT skills, and with the development of online platforms for learning.

ICT Development for the Ministry of Planning, Finance and Industry

The Support to Effective and Responsive Institutions Project (SERIP), has provided assistance to the development and implementation of the National Indicator Framework (NIF) of the Myanmar Sustainable Development Plan (MSDP). UNDP is working with the Central Statistics Organization (CSO) to operationalise the NIF and to harmonize and strengthen data collection

systems across public institutions, conduct household surveys across the whole country and support a more open and proactive data dissemination policy by government. As SERIP integrates support across government and parliament, the Project will facilitate mutual capacity development and lesson learning across institutions especially as it relates to development and utilization of modern ICT and Information Management (IM). UNDP will support the CSO to develop an ICT and IM roadmap. This will identify ICT requirements, develop infrastructure that is fit-for-purpose and develop systems, policies and staff capacity to effectively utilize ICT and improve IM. This will enable stronger and more efficient collection and dissemination of information and data, helping to operationalize the NIF and ultimately support delivery of the MSDP.

Learning lessons from the development of the Hluttaw Learning Centre and the support provided through the Hluttaw Learning Centre to 14 Region and State Hluttaws, SERIP will support the development of training schools in both CSO and Planning Department (PD). A key part of curriculum development for both departments will be building ICT skills of all staff and developing specialised skills to utilize improved ICT to meet information and data collection and analysis needs of MoPFI.

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:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;
- c) **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 will be weighted 70% and the financial proposal will be weighted 30%. The formula for scoring will be as follows.

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



*Empowered lives.
Resilient nations.*