



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/031

Date: 10 April 2020

Country:	Myanmar
Description of the assignment:	Gender Equity and Social Inclusion Advisor
Type of Contract:	International Individual Contract - Framework Agreement
Duty Station:	Yangon, with in-country missions in Myanmar
Period of assignment/services:	4 May to 14 December 2020 (50 working days)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org> no later than **23 April 2020, 24:00 hr (COB, YANGON)**. Email submission should state procurement notice number (**2020/UNDP-MMR/PN/031**) 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

Through the Strengthening Accountability and Rule of Law (SARL) Project, UNDP supports the Government of Myanmar to address low public trust in state institutions at a critical time in Myanmar's transition. Building on the clear initiative of all three branches of the Government of Myanmar to promote transparency and accountability, the project helps to strengthen institutional frameworks and capacities for good governance. SARL is organized into three main intervention areas: (1) Anti-Corruption, (2) Parliament, and (3) Rule of Law and Human Rights.

Within the Rule of Law and Human Rights component, SARL's work includes supporting IDPs and host communities in conflict-affected locations such as Kachin and Rakhine to secure their housing, land and property (HLP) rights. Additionally, UNDP together with other UN agencies is also preparing policy inputs into the drafting of the National Land Law based on its programming experiences and research into these issues.

To this end, UNDP is seeking a Gender and Social Inclusion Advisor to provide expert advice to SARL's HLP related activities in Kachin, Rakhine and Northern Shan States. The role includes supporting the inclusion of gender equity and social inclusion aspects into HLP related programming in these locations, including provision of technical support to CSOs and legal aid service providers during project implementation, and developing advocacy initiatives to influence the policy discourse on HLP rights in Myanmar.

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 submit the following documents:

- a. Duly completed **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 (3) professional references;
- c. **Financial Proposal** that indicates daily rate and other costs such as domestic travel, visas and insurance.

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

UNDP will use a combined scoring method, in which the technical proposal (the candidate's CV + sample writing material + short technical interview) will be weighted at 70% and the financial proposal at 30%. Scoring for the technical proposal will be:

Criteria	Total Points (70)
Master's degree in human rights and gender or similar field.	5
Minimum 7 years of professional experience working on human rights, access to justice, and gender.	20
Strong understanding of HLP issues in emergency, conflict-affected and transitional settings, particularly in Myanmar.	20
Experience of designing and implementing policy advocacy initiatives, such as policy briefs, dialogues, workshops, targeted use of media, etc	10
Experience of working directly with CSOs, INGOs, UN agencies and government officials.	5
Experience in designing and implementing training and capacity-building in a developing country context, including for senior public officials, ideally Myanmar.	10

- Financial Evaluation: All technically qualified proposals will be scored out of 30. The maximum of 30 points will be assigned to the lowest financial proposal.