

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/037

Date: 14 April 2020

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<b>Country:</b>	<b>Myanmar</b>
<b>Description of the assignment:</b>	<b>National Evaluation Consultant</b>
<b>Duty Station:</b>	<b>Home-based with travel to Myanmar</b>
<b>Period of assignment/services:</b>	<b>30 days over the period of 4 months starting in June 2020</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 **Monday 17:00 (Myanmar Time), 27 April 2020**. Email submission should state procurement notice number (2020/UNDP-MMR/PN/037) 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), [5] days before the deadline for submission of proposal. 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

The UN-REDD Programme is the United Nations Joint collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD+) in developing countries. The Programme was launched in 2008 and builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP), referred to as the participating UN organizations. The UN-REDD Programme supports nationally-led REDD+ processes and promotes the informed and meaningful involvement of all stakeholders, including Indigenous Peoples and other forest-dependent communities, in national and international REDD+ implementation.

The UN-REDD Programme supports national REDD+ readiness efforts in two ways: (i) direct support to the design and implementation of UN-REDD National Programmes; and (ii) complementary support to national REDD+ action through common approaches, analyses, methodologies, tools, data and best practices developed through the UN-REDD Global Programme.

Having signed the UNFCCC on 11 June 1992 and ratified the convention on 25 November 1994 and the Kyoto Protocol in 2003 as a non-Annex 1 party, Myanmar is fully aware of the causes and potential impacts of climate change. Hence, whilst undertaking political reform and aiming at rapid economic development, Myanmar is striving to reduce its greenhouse gas (GHG) emissions. The government of Myanmar has recognized the potential of REDD+ initiative to contribute to green development by protecting global environmental resources such as forest carbon stocks, biodiversity, while helping to reverse land degradation, improving the livelihoods of the rural poor and aiding adaptation to climate

change.

Myanmar became a partner country of the UN-REDD Programme in December 2011 and has taken steps to start implementing REDD+ readiness activities. A REDD+ Readiness Roadmap was finalized in 2013. Since 2015 the Roadmap is under implementation through the so-called Targeted Support which has migrated to a full National Programme for UN-REDD in October 2016.

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

For detailed information, please refer to Annex-1

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Terms of Reference

## 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 at Annex- 3)
- 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 at Annex- 4)
- 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 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**

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

**EDUCATION (10 points)**

- Advanced university degree in social science, development studies, forestry, environment and natural resources or relevant field

**EXPERIENCE (55 points)**

- At least 7 years of professional experience is required, longer professional experience is an advantage.
- Minimum 7 years of professional experience is required, longer professional experience is an advantage.
- Fluency in English language, both written and spoken is a requirement. Knowledge of local language would be a distinctive advantage.
- Familiarity with project implementation in complex multi donor-funded projects.

**LANGUAGE SKILLS (5 points)**

- Fluency in English language, both written and spoken is a requirement. Knowledge of local language would be a distinctive advantage.

The contract shall be awarded to the applicant who receives the highest cumulative score.

**ANNEX**

- **ANNEX 1- TERMS OF REFERENCES (TOR)**
- **ANNEX 2 -GENERAL CONDITIONS OF CONTRACT**
- **ANNEX 3 - P 11/CV for ICs**
- **ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**