INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/043

Date: 28 April 2020

Country: Myanmar

Description of the assignment: Housing Land and Property (HLP) Policy Advisor

Type of Contract: International Individual Contract - Framework Agreement

Duty Station: Home based with in-country missions in Myanmar

Period of assignment/services: 15 May 2020 to 30 April 2021 (100 working days)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site http://jobs.undp.org) no later than 12 May 2020, 24:00 hr (COB, YANGON). Email submission should state procurement notice number (2020/UNDP-MMR/PN/043) 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 HLP rights. Additionally, UNDP together with other UN agencies is also developing and piloting durable solutions programming to ensure recognized humanitarian standards are applied during returns or resettlement of IDPs.

To this end, UNDP is seeking an HLP Policy Advisor to provide expert advice to SARL’s HLP
related activities in Kachin and Rakhine State, and potentially also Northern Shan. The role includes supporting the design and roll out of HLP 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.

Please note that this is a ‘Framework Agreement‘; these terms of reference set out the broad scope of work for this assignment. UNDP will then agree with the selected Contractor the details of specific assignments within the Framework Agreement.

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 the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. Note: If the candidate 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 candidate 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 received will be evaluated using a combined scoring method, where the qualifications of the Offeror will be weighted 70% (i.e. technical evaluation), and combined with the price offer, which will be weighted 30% (i.e. financial evaluation).

Technical Evaluation will be conducted based on a review of the applicant’s qualifications (70 points), potentially including a technical interview. Only candidates obtaining a minimum of 70% (49 points) in the Technical Evaluation will be considered for the Financial Evaluation.

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<th>Criteria</th>
<th>Total Points (70)</th>
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<td>Master’s degree in law, social sciences, development studies or other related area.</td>
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<td>Minimum 8 years of professional experience working on human rights, access to justice, and involuntary displacement, including provision of legal assistance to IDPs.</td>
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<td>Strong understanding of HLP issues in emergency, conflict-affected and transitional settings, particularly in Myanmar.</td>
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<td>Experience of designing and implementing policy advocacy initiatives, such as policy briefs, dialogues, workshops, targeted use of media, etc</td>
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<td>Experience of working directly with CSOs, INGOs, UN agencies and government</td>
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Experience in designing and implementing training and capacity-building in a developing country context, including for senior public officials. 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.