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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/062

Date: 29 May 2020

Country:	Myanmar
Description of the assignment:	Team Leader for Mid Term Evaluation of Support to Effective and Responsive Institutions Project (SERIP)
Type of Contract:	Individual Contract (International)
Duty Station:	Home based, Yangon and Project field sites if there is a possibility to travel to Myanmar
Period of assignment/services:	30 June 2020 to 30 September 2020 (40 working days)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org> no later than **16 June 2020, 24:00 hr (COB, YANGON)**. Email submission should state procurement notice number (**2020/UNDP-MMR/PN/062**) 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

The UNDP Country Programme (CPD 2018-2022) support the implementation of the 2030 Agenda and Sustainable Development Goals within the framework of addressing the challenges of multiple transitions in Myanmar. The current Country Programme is built on the achievements of the previous programme but represents a shift towards more integrated programming at the national and sub-national levels and support to United Nations-wide initiatives to better address the interlinkages between peacebuilding and social cohesion, governance, environment and natural resources management, resilience, urbanization and balanced and inclusive growth. This integrated approach is designed to break silos and strengthen horizontal linkages across state and non-state actors as well as vertical linkages across administrations at district, township, state and union level through area based programmes.

The UNDP Country Programme is firmly aligned with the Myanmar Sustainable Development Plan (MSDP) and it focuses on delivery of the following two outcomes:

- (i) **Peace and Governance:** People in Myanmar live in a more peaceful and inclusive society, governed by



more democratic and accountable institutions, and benefit from strengthened human rights and rule of law protection; and

- (ii) **Planet and Prosperity:** Myanmar becomes more resilient to climate and disaster risk with efficient environmental governance and sustainable use of natural resources.

Under outcome Peace and Governance, the Support to Effective and Responsive Institutions Project (SERIP) one of the flagship project which has been designed to address the limited effectiveness of the Myanmar machinery of government in developing, implementing and evaluating evidence-based and demand-driven public policies and expenditure plans which has consequences on Myanmar's capacities to meet its poverty alleviation, social equity and environmental resilience goals. The Project is based on the assessment that, in many ways, dividends expected from the momentous triple transition set in motion in 2010 are still elusive for large swathes of the population, and in particular those made vulnerable by social marginalization, conflict and/or recurrent natural hazards.

SERIP is a 5-year initiative that aims to strengthen the effectiveness of state executive and legislative institutions in understanding the needs and aspirations of the Myanmar people, in all their diversity and in formulating, implementing and evaluating policies as well as in appropriating public resources in a way that provides effective, timely and equitable responses to these aspirations. The centerpiece of the Project's approach is to provide dovetailed support to: (i) core government functions that are essential building blocks of the machinery of government, i.e. the chain of decisions and actions that are needed to make policies deliver concrete results for people's lives; and (ii) parliamentary processes as Parliaments approve laws and budgets that organize a country's public sector management system and are meant to make government more responsible and accountable.

The Project is organized into 4 key intervention areas: (1) Data for Development; (2) Policy Management; (3) Parliamentary Law-making; (4) Subnational Governance, and will ensure throughout all activities, in line with principles of the Agenda 2030, the imperative of leaving-no-one-behind by introducing and supporting innovative and effective approaches to mainstreaming gender equality, environmental resilience and conflict-sensitivity and, more broadly, to fighting vulnerabilities. Also, with SERIP, UNDP seeks to assist government authorities shift gradually to a more decentralization system of public sector management.

The Project adopts a multi-level approach, from the Union to Township level and is area-based, as it will land its different workstreams across 4 States & Regions: Bago, Mon, Rakhine, Kachin and others where possible, In these States and Regions UNDP has a solid track-record of achievements and is a trusted partner of subnational counterparts.

The key intended outputs of SERIP are:

1. Governance institutions have access to accurate, comprehensive and harmonized data needed for decision-making and monitoring.
2. Policy formulation, implementation and monitoring at Union and S/R level is guided by strategic priorities, better coordinated and more inclusive.
3. Parliaments are equipped to pass robust and people-centered legislation resulting from effective

policy-making and legislative proposals.

4. Subnational institutions have gained autonomy and skills for demand-driven and decentralized public-sector management, with emphasis on improving equitable access to services, building resilience and fostering social cohesion.

Basic project information can also be included in table format as follows:

Project Identifications		
Project Title:	Support to Effective & Responsive Institutions Project (SERIP)	
Project ID:	104456	
Output IDs:	Output Name	Output Number
	1 - Data for Policy making	106016
	2 - Policy Making Process	109093
	3 – Parliament Legislative Capacity	109307
	4 - Local Township Planning	109308
Linkages to Myanmar Sustainable Development Plan (MSDP), UNDP Country Programme Document (CPD) and Strategic Plan (SP)		
MSDP Goal and Strategy:	<p>MSDP Goal 1: Peace, National Reconciliation, Security and Good Governance</p> <ul style="list-style-type: none"> • MSDP Strategy 1.4: Enhance good governance, institutional performance and improve the efficiency of administrative decision-making at all levels. <ul style="list-style-type: none"> ○ MSDP Strategic Outcome: Increased transparency, predictability and accountability of government processes • MSDP Strategy 1.5: Increase the ability of all people to engage with government <ul style="list-style-type: none"> ○ MSDP Strategic Outcome: More inclusive, participatory and representative decision-making ○ MSDP Strategic Outcome: Increased transparency, predictability and accountability of government processes <p>Moreover, the project through its outputs contributes directly to the monitoring and evaluation of the MSDP. The project is also guided by recognized standards of international development practice, including the IPU's Common Principles of Support to Parliament.</p>	
UNDAF/CPD Outcome Statement:	People in Myanmar live in a more peaceful and inclusive society, governed by more democratic and accountable institutions, and benefit from strengthened human rights and rule of law protection.	
Project Output Statements:	<ul style="list-style-type: none"> • Output 1: Governance institutions have access to accurate, 	



	comprehensive and harmonized data needed for decision-making and monitoring.	
	<ul style="list-style-type: none">• Output 2: Policy formulation, implementation and monitoring at Union and State/Region level is guided by strategic priorities, better coordinated and more inclusive.• Output 3: Parliaments are equipped to pass robust and people-centred legislation resulting from effective policymaking and legislative proposals.• Output 4: Subnational institutions have gained autonomy and skills for demand-driven and decentralized public-sector management, with emphasis on improving equitable access to services, building resilience and fostering social cohesion.	
UNDP SP Outcome:	UNDP SP Outcome 1: Advance poverty eradication in all its form & dimensions	
UNDP SP Output Statement:	UNDP SP Output 1.1.1: Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyse progress towards the SDGs, using innovative and data-driven solutions	
Project Information		
Project Duration:	Start Date: 1.1.2018	End Date: 31.12.2022
Implementing Partner(s):	UNDP	
Responsible Party(s)	Rakhine state government	
Key Stakeholders:	Ministry of Planning, Finance and Industry, General Administration Department, Development Affairs Organizations, Ministry of the Office of the Union Government, Hluttaws, target townships (populations, civil society organizations, Ward/Village Tract Administrators, Township Administrations); Executive and legislative institutions at the Union, Region/State and Township levels and their staff, as well as local administrations.	
National Coverage (Yes/No):	Yes	
Name of Regions/States covered:	Bago Region, Mon State, Rakhine State (expanding to Kachin state), to a lesser degree all Region and State Hluttaws	
Project Budget		
Budget for Project Cycle:	US\$ 36.043.728	
UNDP Contribution:	US\$ 3,315,073	
Unfunded:	US\$ 18,853,879	

Other Contributions:	
Donor Contribution	
Government of Japan	US\$ 6,428,034
Government of Sweden (SIDA)	US\$ 3,257,225
Government of Australia (DFAT)	US\$ 1,200,007
Government of Canada and German through MPTF-JP	US\$ 2,989,546
Focal Point of the Project	
Project Manager:	Philipp Annawitt (OIC)
Chief Technical Advisors and technical specialists.	<ul style="list-style-type: none"> Philipp Annawitt (Sub-national Parliament Specialist)– Output 3. Parliamentary Strengthening & Output 2 Policy Management Si Sa Si Thu Htike San, Data for Development Specialist– Output 1. Data for Development and output 2. Policy Management Vacant, Chief Technical Advisor – Output 4. Sub-national Governance

Current Context

As COVID-19 spreads globally, it is a massive health, humanitarian, and development crisis. Due to the pandemic, Myanmar, especially the border regions: Kachin State, Shan State and Kayin State have terrible negative impact. Due to porous border, Myanmar received the immediate return of large influx of migrant workers from China and Thailand where the largest hotspots of outbreaks exist. E.g. according to MOHS data, more than 23,000 people returned to Myanmar from Thailand via Myawaddy from March 19 to 28.

While concerns have been raised about Myanmar's capacity to manage the coronavirus given its poor healthcare infrastructure, the country's displaced populations face even greater risks. Most are trapped in dangerously overcrowded camps with severely substandard health care and inadequate access to clean water, sanitation, and other essential services. Many displaced people have underlying medical conditions and chronic diseases, putting them at high risk of suffering serious effects from the virus.

The impact of economic fluctuations related to the COVID-19 pandemic is likely to disproportionately harm poor and vulnerable households. With travel and border trade restrictions in place, the impact is in Myanmar's tourism-related services, agricultural exports to China, and in supply-chain disruptions to the manufacturing sector. Every day, people are losing jobs and income, with no way of knowing when normality will return. Myanmar's GDP growth is projected to slow to between 2 and 3 percent in the current fiscal year due to the COVID-19 pandemic, with the brunt of the outbreak's economic impact likely to be borne by poor and vulnerable households across the country according to recent world bank report.



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UNDP SERIP project works with Ministry of Planning, Finance and Industry, General Administration Department, Hluttaws, target townships (populations, civil society organizations, Ward/Village Tract Administrators, Township Administrations); Executive and legislative institutions at the Union, Region/State and Township levels and their staff, as well as Union and Region/State parliamentarians, and local administrations etc. Because of the Covid-19 crisis, there is wide shift of their focus and priorities of these counterparts to the crisis response.

Given the current Covid-19 pandemic there is also an expectation that this will also impact and delays in UNDP programme and project implementation. However, UNDP Myanmar remains fully operational and is adapting the way it works and focused on COVID-19 response. UNDP is mobilizing all assets to respond to this unprecedented challenge. UNDP Myanmar have transitioned all critical operations to digital and virtual platforms, enabling teams to continue delivering effectively despite restrictions on movement and physical interaction. With the changing context, emerging needs and priorities UNDP Myanmar is also revisiting the Programme strategy and business processes to be more relevant to this crisis. UNDP Myanmar had conducted Programme and operational criticality exercise to review and identification of critical programme areas and activities that will continue and activities that will be postponed or canceled. Some activities are paused or downscaled and looking for opportunities to be redirected to new priorities.

UNDP globally has developed a COVID-19 response focused on three immediate priorities including health systems support, inclusive and integrated crises management and response, and social and economic impact needs assessments and response. The Myanmar Country Office is preparing its response plan building on these three priority areas and in line with the current requests and priorities of the Government of Myanmar, current Programme areas and in response to broader UN Country Team collaboration across a range of development areas. Rapid response funds are new core funds being made available by UNDP headquarters to respond to this crisis, while flexibility have also been provided to the county offices to repurpose existing core funds towards this response, if necessary. In this context, UNDP have also been advised by cost-sharing donor partners that funds can also be repurposed towards COVID response if required.

UNDP intends to fully leverage its existing programme, staff and technical capacities and most importantly partnerships at the union, state and regional levels and with the communities to roll out the response in terms of community engagement and awareness raising, strengthening local government's capacity plan, coordinate, budget and deliver essential services including to migrants and IDPs, and bolstering public health systems. With many of our partners, particularly in the local government, capacities are being enhanced to be able to work and manage remotely through online systems. UNDP is working closely with local partners that allows local solutions to COVID-19 humanitarian and development needs, to be designed together with local partners, and in coordination with the host government.

Some activities that have been identified include community and anti-stigmatization awareness, expansion of use of digital technologies, private sector engagement and corporate social responsibility, volunteerism and social cohesion, resilience and recovery, support to MSMEs as well as health systems support and socio-economic impact assessments at the sub-national levels.

UNDP Myanmar is also streamlining policies and procedures for greater agility, increasing our flexibility to receive and deliver private sector and other financing, and taking steps to initiate innovative approaches like next generation network of innovation and digital solutions across the country — a crucial institutional asset in



responding to this complex, fast-moving crisis. Accelerator Lab will be sensing on-the-ground changes and sourcing local solutions for this crisis response.

Midterm Evaluations is expected to assess UNDP project performance in areas that are critical to ensuring sustained contribution to development results and the context of emerging development issues and changing priorities at the national levels. To this end, this evaluation also needs to review project strategy, focus areas, partnerships, programmatic approaches, cooperation modalities, or business models considering current crisis scenario.

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.

The consultant should present an offer including the following documents.

- 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) **Presentation of technical proposal**, for purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use a proposed Table of Contents.
- d) **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

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm/consultant is expected to submit both the Technical and Financial Proposals. Accordingly, the firm/consultant will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

Technical Proposal Evaluation: Proposed methodology, approach and implementation plan

To what degree does the Proposer understand the task?	4
Have the important aspects of the task been addressed in sufficient detail?	4
Is the scope of task well defined and does it correspond to the TOR?	4
Is the methodology well explained and meets the ToR requirements?	4
Is the presentation clear?	4
Is the sequence of actions and the planning logical, realistic and promise efficient delivery of	



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the task?		
Sub total	20	
Technical Proposal Evaluation: Education and qualifications		
advanced degree (Master's or preferably Ph.D.) in political science, social science, development studies, public policy, public administration, international relations and/or related fields.	10	
a minimum of 10 years of demonstrated experience in leading Midterm reviews and/or evaluations of development projects and programs on democratic governance	15	
at least 7 years of experience in institutional strengthening, preferably related to policy processes, SDGs and data for development;	10	
proven experience in data analysis as well as report writing	10	
excellent command of English in speaking and writings.	5	
Sub total	50	
Total	70	