



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/060

Date: 29 May 2020

Country:	Myanmar
Description of the assignment:	Expert on Gender equality and Women's empowerment for Mid Term Evaluation of Leadership, Effectiveness, Adaptability and Professionalism (LEAP), Strengthening Accountability and Rule of Law (SARL) and Support to Effective and Responsive Institutions (SERIP) Projects
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 (50 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/060**) 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.

LEAP Project:

Under outcome Peace and Governance, the Leadership, Effectiveness, Adaptability and Professionalism (LEAP) overall goal is to support the Government of Myanmar to achieve its vision of an 'Ethical, merit based, inclusive and responsive Civil Service promoting public participation and strengthening the trust of the people. LEAP is a multi-year project designed to support the Union Civil Service Board (UCSB) in (1) Reviewing and modernizing civil service regulations and systems; (2) Introducing results-based management practices that promote meritocracy, ethics, transparency, accountability and inclusivity, with a focus on gender and diversity; (3) Improving civil servants' performance through enhanced leadership and motivation; (4) Fostering public service delivery & accountability at national/sub-national levels.

To enable the Myanmar Civil Service to be more people, service and results oriented, the issues of ethical and accountable behavior in the civil service, outdated civil service regulations, weak culture of work performance and the slow pace of decentralization must be tackled. The project will support the Myanmar Civil Service to be more effective by improving the motivation and behavior of civil servants through addressing gaps in the civil service regulations, strengthening the personnel management procedures, transforming the existing top down management systems and overcoming the challenges of decentralization.

The key intended outputs of LEAP are:

- Output 1: Ethics, meritocracy, inclusivity and responsiveness applied in Myanmar Civil Service
- Output 2: People centered services enhanced due to more effective and professional civil service
- Output 3: Civil service oversight, accountability, standards and capacity strengthened at Union and sub-national levels

Output 1 is focused on supporting UCSB with updating the relevant regulations governing civil service management and development. These legal definitions are necessary to provide a normative platform for reforming and strengthening recruitment, transfer and promotion processes to reduce patronage, nepotism and bribery. The project will then produce the guidance and manuals, as well as training materials, to enable UCSB to support other government agencies (Union and Sub-national) to apply merit, diversity and inclusive practices in personnel management. More specifically, output 1 will support UCSB to ensure that the application of gender, diversity and inclusivity in civil service personnel regulations and procedures reduces



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incidences of discrimination for recruitment, transfers and promotions. This will also strengthen the policies for the in-service training of civil servants and establish an overall Civil Servant Development Strategy that provides a framework for all government organisations to follow. Finally, output 1 will strengthen the mandate of UCSB to disseminate the updated regulations, guide implementation, monitor progress, evaluate results and enforce compliance.

Output 2 focuses on introducing modern performance management practice into the Myanmar Civil Service. The aim is to transform the existing culture of top down ‘command’ to leadership and management approaches that empowers and enables. The project support UCSB to introduce performance-based staff appraisal methods that are linked to the competencies needed for the job, as well as performance management systems to plan, assign and supervise staff. The project also assists UCSB to establish and implement a Senior and Executive Leadership System (SELS) to generate a pool of new leaders for the senior civil service that are better equipped for a democratic governance environment. In addition, the project will also support CICS to strengthen its capacity and update its curriculum for basic and mid-level administrative training. This output will contribute to a more effective civil service based on the assumption that that better leadership, training and management system will result in more motivated workforce.

Output 3 is to test the application of decentralization in ministries, special services and sub-national levels to provide lessons as inputs to the formulation of Myanmar’s decentralization policy and framework. This aims to demonstrate through pilots that decentralization with effective representativeness, inclusivity, oversight and accountability will result in more motivated work forces and improved services. It assumes that successful decentralization pilots leading to improve service delivery and improved working environments would give the Government greater confidence to undertake more decentralization.

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

Project Identifications		
Project Title:	Leadership, Effectiveness, Adaptability and Professionalism (LEAP) in Myanmar’s Civil Service	
Project ID:	LEAP-00104318	
Output IDs:	Output Name	Output Number
	1 - Civil Service Law	00105954
	2 - Civil Servant Management	00110677
	3 - Civil Service Practices	00110678
Linkages to Myanmar Sustainable Development Plan (MSDP), UNDP Country Programme Document (CPD) and Strategic Plan (SP)		
MSDP Goal and Strategy:	MSDP Goal 1: Peace, National Reconciliation, Security and Good Governance <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. MSDP Strategic Outcome: Integrity and accountability enhanced across our 	



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	public sector	
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: Ethics, meritocracy, inclusivity and responsiveness applied in Myanmar Civil Service • Output 2: People centered services enhanced due to more effective and professional civil service • Output 3: Civil service oversight, accountability, standards and capacity strengthened at Union and sub-national levels 	
UNDP SP Outcome:	UNDP SP Outcome 2: Accelerate structural transformations for sustainable development	
UNDP SP Output Statement:	UNDP SP Output 2.2.2: Constitution-making, electoral and parliamentary processes and institutions strengthened to promote inclusion, transparency and accountability	
Project Information		
Project Duration:	Start Date: 01/01/2018	End Date: 31/12/2022
Implementing Partner(s)	UNDP	
Key Stakeholders:	Union Civil Service Board, Central Statistical Office, Ministry of Planning and Finance, Anti-Corruption Commission, Union Attorney General Office, Union Auditor General Office, Ministry of Social Welfare, Relief and Resettlement, General Administration Department, Ministry of Home Affairs, Bago Region, Mandalay Region, Mon State, Rakhine State, Tanintharyi Region, Union Parliament, Selected Regions and States Parliaments, Ministry of the President Office, Ministry of the State Counsellor's Office, Ministry of the Union Government Office	
National Coverage:	Yes	
Name of Regions/States covered:	<ul style="list-style-type: none"> • Bago Region • Mandalay Region • Mon State • Rakhine State • Tanintharyi Region 	
Project Budget (US\$)		



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Budget for Project Cycle:	US\$ 9,759,535
UNDP contribution:	US\$ 361,929
Unfunded:	US\$ 6,587,368
Other Contributions:	In-kind contribution from New Zealand (Provision of State Services Commission's Experts)
Donor Contribution for project	
DFAT	US\$ 803,092
SIDA	US\$ 2,007,146
Focal Point of the Project	
Project Manager:	Valentina Bianchini
Chief Technical Advisor:	Recruitment completed in December 2019
RBM focal point:	Marc Weilenmann

SARL Project:

Under outcome Peace and Governance, the Strengthening Accountability and Rule of Law (SARL) overall goal is to strengthen accountability and the rule of law for increased trust in state institutions at a critical time in Myanmar's transition. Building on the clear initiative of all three branches of the state to promote transparency and accountability, while recognizing the challenges involved in countering corruption, strengthening parliamentary oversight, and promoting adherence to principles of administrative justice and rule of law, the project helps to strengthen institutional frameworks and capacities for good governance. The project also empowers rights holders and engages them in accountability mechanisms.

For Myanmar to continue making progress in democratic governance based on the rule of law, all three branches of government will need to be strengthened, as well as the systems that enable the three branches to work together and to act as checks and balances on each other. It also requires the justice sector institutions – most notably the Union Attorney General's Office, the police and the Judiciary – to increase their ability to coordinate better and properly redress injustices. For Myanmar's progress towards democratic governance to be inclusive and sustainable, people's experiences must also improve when seeking out essential government services, whether they are administrative in nature or involve the prosecution of criminal offences. The key challenges that need addressing are discussed below for the Executive and Legislative branches of government, and the justice sector more broadly.

The project is organized into three intervention areas: (1) Anti-Corruption, (2) Parliamentary oversight and Member of Parliament representation, (3) Rule of law and human rights. The project therefore has the



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following three mutually reinforcing outputs:

- Output 1: Access to public services becomes more fair, transparent and accountable through enhanced administrative systems and anti-corruption measures
- Output 2: Parliaments are better able to engage with and represent the rights and interests of the public
- Output 3: Justice sector strengthened to administer justice according to rule of law and human rights

Output 1 focuses on anti-corruption and integrity. SARL supports the Anti-Corruption Commission to lead a national effort to tackle corruption and to promote transparency and accountability. It also works with line ministries and other institutions to strengthen frameworks for improved ethics and integrity across all levels of public service and help ensure that administrative services are delivered in a fair, unbiased and non-discriminatory manner.

Output 2 focuses on parliamentary support, on which it coordinates with UNDP’s Support to Effective & Responsive Institutions Project (SERIP). While SERIP concentrates on strengthening the law-making process in Union and Region & State parliaments, SARL strengthens oversight mechanisms through committee processes, and improves MPs' capacity to fully represent the interests of their constituents, especially when grievances from the constituency level are raised.

Output 3 relates to work with the UAGO, the OSCU and the MNHRC to strengthen the application of rule of law and administrative justice principles, and to promote awareness and protection of human rights. Across these areas of intervention, people will be engaged to increase their role in accountability mechanisms, administrative review and oversight processes.

Overall, SARL adopts a multi-level approach, from Union and State/Region level to community level. At the Union and State/ Region level, the project seeks to strengthen their capacity and internal accountability mechanisms so that they serve as a check and balance on each other, as proscribed in the 2008 Constitution. At community level, the project creates awareness and promotes the protection of citizen’s rights, among others through civil society partnerships.

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

Project Identification		
Project Title:	Strengthening Accountability and Rule of Law (SARL)	
Project ID:	00107427	
Output IDs:	Output Name	Output Number
	Output 1: Anti-corruption	00107734
	Output 2: Parliamentary Oversight	00109039



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	Output 3: Rule of Law and Human Rights	00109305
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> <p>MSDP Strategy 1.3: Promote greater access to justice, individual rights and adherence to the rule of law</p> <ul style="list-style-type: none"> - MSDP Strategic Outcome: Legal rights of individuals and the national interest protected - MSDP Strategic Outcome: Improved public trust and confidence in the justice system 	
CPD Outcome/ Outputs:	<p>CPD Outcome 1: 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</p> <p>CPD Output 1.1: Effective public institutions enabled to develop and implement evidence- based policies and systems that respond to the needs of the people</p> <p>CPD Output 1.2: Institutions at union and subnational levels enabled to develop effective systems and procedures for performing their representative and oversight functions</p> <p>CPD Output 1.4: People have improved access to responsive inclusive and accountable justice services and national human rights protection mechanisms in compliance with rule of law and international standards</p>	
Project Output Statements:	<p>Project Output 1: Access to public services become more fair, transparent and accountable through enhanced administrative systems and anti-corruption measures (GEN 2).</p> <p>Project Output 2: Parliaments are better able to engage with and represent the rights and interests of the public (GEN 2).</p> <p>Project Output 3: Justice sector strengthened to administer justice according to rule of law and human rights (GEN 2).</p>	
UNDP SP Outcome:	<p>SP Outcome 1: Advance poverty eradication in all its form & dimensions</p> <p>SP Outcome 2: Accelerate Structural Transformations for Sustainable Development</p>	
UNDP SP Output Statement:	<p>SP 1.2.3 Institutions and systems enabled to address awareness, prevention and enforcement of anti-corruption measures to maximize availability of resources for poverty eradication</p> <p>SP 2.2.2 Constitution-making, electoral and parliamentary processes and institutions strengthened to promote inclusion, transparency and accountability</p> <p>SP 2.2.3 Capacities, functions and financing of rule of law and national human rights institutions and systems strengthened to expand access to justice and</p>	



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	combat discrimination with a focus on women and other marginalised groups.	
Project Information		
Project Duration:	Start Date: 01.06.2018	End Date: 31.12.2022
Implementing Partner:	UNDP	
Responsible Parties:	Legal Clinic Myanmar (LCM), Thazin, International Legal Foundation (ILF)	
Grantees:	Humanity Institute, Shingnip, Spectrum, Ethnic Equality Initiative, Ahlin Bamaw, Loi Yang Bum, Kachin Baptist Convention	
Key Stakeholders:	The Myanmar Anti-Corruption Commission, the Union Parliament and targeted Region and State parliaments, the Union Attorney General's Office, the Office of the Supreme Court of the Union, the Union Civil Service Board, and the Myanmar National Human Rights Commission.	
National Coverage:	Yes	
Regions/States covered:	Kachin, Rakhine, Yangon and Nay Pyi Taw	
Project Budget		
Budget for Project Cycle:	US\$ 27,037,305	
UNDP Contribution:	US\$ 2,670,449	
Unfunded:	US\$ 17,557,629	
Donor Contributions:	US\$ 6,809,227	
Donor Contributions		
United Kingdom (DFID)	US\$ 1,708,211	
UN Peacebuilding Fund	US\$ 1,139,807	
Government of Japan	US\$ 717,048	
Australia (DFAT)	US\$ 656,994	
Norwegian Ministry of Foreign Affairs	US\$ 641,000	



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Government of Canada	US\$ 611,436
United Kingdom (FCO)	US\$ 568,700
Kingdom of the Netherlands	US\$ 507,457
Government of Australia (ACPIS)	US\$ 100,000
UNHCR	US\$ 88,574
UNDP Seoul Policy Centre	US\$ 70,000
Focal Point for the Project	
Project Manager:	Thomas Crick
Project Focal Points:	Wouter Thiebou, Kaspar Burger, Elzar Elimanov
Chief Technical Advisors:	Scott Ciment (Rule of Law)

SERIP Project:

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.



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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:	MSDP Goal 1: Peace, National Reconciliation, Security and Good Governance <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 	



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	<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. ● 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



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	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.



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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.

UNDP LEAP project works with Ministry of Planning and Finance, Ministry of Home Affairs, Ministry of Social Welfare, Relief and Resettlement, General Administration Department, Bago Region, Mandalay Region, Mon State, Rakhine State, Tanintharyi Region, Union Parliament, Selected Regions and States Parliaments, Ministry of the President Office, Ministry of the State Counsellor's Office, Ministry of the Union Government Office 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



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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



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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%



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b. Financial Criteria weight is 30%

Technical Proposal Evaluation: Education and qualifications	
master’s degree in gender and diversity studies, social sciences, development studies, international relations and/or related fields;	30
at least 10 years of demonstrated experience in analyzing and mainstreaming gender aspects and providing technical advice/support to promote gender equality and women’s empowerment;	35
excellent command of English in speaking and writings.	5
Total	70