



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/072

Date: 2 July 2020

Country:	Myanmar
Description of the assignment:	Senior International Consultant – Production of Myanmar National Report: Review of the Implementation of the Istanbul Programme of Action (IPoA)
Type of Contract:	Individual Contract (International)
Duty Station:	Home-based and Naypyitaw with travel to Yangon, Myanmar; or entirely home-based if UNDP deems travel not feasible
Period of assignment/services:	25 fee-days

Proposal should be submitted to (either **bids.mm@undp.org** or UNDP Jobs site <http://jobs.undp.org> no later than **15 July 2020, 24:00 hr (COB, YANGON)**). Email submission should state procurement notice number (**2020/UNDP-MMR/PN/072**) 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 Istanbul Programme of Action (IPoA) adopted at the Fourth UN Conference on Least Developed Countries (LDCs) in Istanbul, Turkey in May 2011, constitutes an ambitious policy agenda agreed by the international community to address the challenges faced by the LDCs, based on the fundamental tenets of mutual accountability and enhanced international cooperation.

The overarching goal of the IPoA is to overcome the structural challenges faced by the LDCs in order to eradicate poverty, achieve internationally agreed development goals and enable them for graduation from the LDC category. It also recognizes that the LDCs represent an

enormous potential for world economic growth, stability and prosperity.

The United Nations General Assembly in its resolution 73/242, decided to convene the Fifth United Nations Conference on the Least Developed Countries at the highest possible level, including Heads of State and Government, in 2021.

The Fifth United Nations Conference on the Least Developed Countries will be proceeded by two regional preparatory meetings and two intergovernmental preparatory committee meetings.

In the same resolution, the UNGA emphasizes the importance of country-level preparations as a critical input to the preparatory process for the Conference and in the implementation of and followup to its outcome, and calls upon the Governments of the least developed countries to submit their reports in a timely manner. Broad-based and inclusive country-level preparations shall be undertaken by all LDCs with a view to assess progress, obstacles, constraints, and actions in the implementation of the Istanbul Programme of Action and to determine priorities for the next 10-year programme of action. These national reports should be based on national level preparations and will feed into regional level preparations to be undertaken in 2020.

Myanmar is one the LDCs obliged to report to UN on implementation of IPoA. Planning Department of the Ministry of Planning, Finance and Industry is leading the working groups for the eight thematic areas of IPoA. Myanmar has committed to conduct the national level preparation and submit the first IPoA report at the regional level preparations in 2020. In this regard, Planning Department is responsible to prepare the Myanmar's IPoA report, in coordinating with the eight working groups of IPoA for Myanmar.

Against the above background, UNDP would like to engage a Senior International Consultant to support the Planning Department for the production of Myanmar First IPoA Report. UNDP will also separately engage a National Consultant to support the production of the report.

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 present their offer to UNDP in the following form:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- A **Cover Letter**, outlining the suitability of the candidate for the assignment;
- 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;
- **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

UNDP will use a combined scoring method, in which the technical proposal (CV) will be weighted at 70% and the financial proposal at 30%. Scoring for the technical proposal will be based on the qualifications listed above, as follows:

Criteria	Points (total 70)
A minimum of 15 years relevant working experience in statistics or monitoring and evaluation in national agencies or international organizations	15



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Proven experience in providing technical assistance in preparing reports in a developing country	15
Proven experience working on SDG integration in a national development plan	15
Proven experience in process facilitation and training design and delivery	10
Experience working with senior public officials	5
Experience working on statistics or M&E systems Myanmar or South East Asia is an asset	10
<p><u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for qualifications) x 100</p> <p><u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u> (Qualifications Rating) x (Weight of Qualifications, 70%) + (FP Rating) x (Weight of FP, 30%)</p> <p>Total Combined and Final Rating of the Proposal</p>	