



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/080

Date: 23 July 2020

Country	: MYANMAR
Description of the assignment	: International Consultant on Coffee Quality Assurance
Type of Contract	: Individual Contract (International)
Duty Station	: Taunggyi, Southern Shan State, Myanmar (national or international travel could be required)
Period of assignment/services	: 98 working days between 15 August 2020 to 31 December 2020 (with possibility of extension subject to availability of funds)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs website <http://jobs.undp.org>) no later than 17:00 (Myanmar Time), 2 August 2020. Email submission should state procurement notice number (2020/UNDP-MMR/PN/080) in the subject line.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail mmr.procurement@undp.org, (3) days before the deadline for submission of proposal. Procurement Unit will response in written 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.

1. BACKGROUND

Myanmar is the world's second largest producer of opium poppy, with an estimated 37,300 hectares under cultivation in 2018, representing almost double the cultivation from the 2006 level of 21,600 hectares. UNODC estimates that over 335,000 households are dependent on opium poppy cultivation in Myanmar. Two-thirds of these households are dependent on opium poppy cultivation (OPC) for their food security. In southern Shan State's ceasefire areas this proportion is greater, and the food shortages are estimated to affect over 75% of the opium poppy growing population.

UNODC addresses these issues through its alternative development programme currently implemented in 55 villages in Hopong and Loilen townships of southern Shan State. The programme objective is to develop sustainable livelihood alternatives for opium growing communities in South Shan by addressing the economic root causes of poppy cultivation and related environmental degradation. Thus, the programme intervenes in the opium poppy economy by introducing alternative permanent crops and establishing a farmers' cooperative to enable participating farmers to independently cultivate, refine and commercialize high quality products that can be sold both on the national and international markets. At the same time, the programme addresses problems of deforestation related to opium poppy cultivation through the implementation of enrichment and reforestation activities which also have positive spillover effects on livelihoods by protecting water sources and reducing erosion and soil degradation. In addition to its focus on livelihoods and forest, the programme has an explicit and crosscutting focus on capacity development to increase national capacities and ensure that the benefits reached are sustainable and can be replicated elsewhere.

In 2015 the beneficiaries of the program decided to create Green Gold Cooperative. In the search of potential markets, the Cooperative signed a 5-years partnership agreement with a private french roasting company (Malongo) with the compromise of obtaining the Fair-trade certification. The Cooperative was used as a base for the commercialization of the 2017-2018 harvest and successfully sent the first container to France in October 2018 and during 2018-2019 harvest season, the cooperative signed contracts for export to Europe, 3 additional containers.

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

For detailed information, please see Terms of Reference attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please see Terms of Reference attached.

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)
- b) Personal **CV/ 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)
- 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;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

**** Consultant/Contractor whose assignment require travel and who are over 65 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 break down 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.

Travel

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 shall be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Financial proposal form is attached to Letter of Confirmation of Interest and Availability.

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

Applications will be scored as per the following breakdown

- Relevance of education – Max 10 points
- Experience in in the area of coffee value chain and quality assurance - Max 30 Points
- experience at the national and/or international level in providing advisory services - Max 10 Points
- Technical skills in coffee cupping tasting procedures, quality assurance, roasting and barista skills– Max 10 points
- Experience working at the community level in Myanmar – Max 10 points

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT

ANNEX 3- P-11 for ICs

ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal