



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/123

Date: 12 November 2020

---

**Country** : MYANMAR  
**Description of the assignment** : Coordinator of the Virtual Lab on Myanmar and ASEAN Civil Service responses to COVID-19  
**Type of Contract** : Individual Contract (International)  
**Duty Station** : Home based  
**Period of assignment/services** : November 2020 to March 2021

Proposal should be submitted to (either [bids.mm@undp.org](mailto:bids.mm@undp.org) or UNDP Jobs website <http://jobs.undp.org>) no later than **17:00 (Myanmar Time), 20 November 2020**. Email submission should state procurement notice number (**2020/UNDP-MMR/PN/123**) 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](mailto: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

The COVID-19 pandemic has highlighted the prominent role of Civil Servants in supporting governments to respond to the crisis: from nurses to teachers and clerks, civil servants are indeed essential to keep public offices running and providing people with essential services. The pandemic has also showed the importance of strengthening coordination and cooperation among countries to prevent the virus spreading further and to learn from effective responses to the health and economic crisis triggered by it. To develop inclusive and effective solutions to prevent, respond and recover from the COVID-19 crisis, new abilities and skills in the civil service are needed as much as strong technical response coordination bodies. While the initial stage of the pandemic required a reactive approach with civil servants having to adapt to the new normal, the following stages will need to take stock of lessons learned to build a more pro-active approach for tackling the impact of the pandemic on the ability of institutions to fulfill their missions and effectively deliver the public services that are needed in this moment.

UNDP Myanmar Leadership, Effectiveness, Adaptability and Professionalism in Myanmar's Civil Service (LEAP) has supported the government of Myanmar regional integration and sharing of civil service management best practices together with the Myanmar Union Civil Service Board, as member of the ASEAN Committee for Civil Service Matters (ACCSM). In 2019, two ASEAN level workshop were conducted under the thematic area of public service motivation to foster the sharing of knowledge and best practices among civil service bodies in South-East Asia.

Leveraging on the partnership established with the Myanmar Union Civil Service Board and other ministries, LEAP project aims to establish a new dialogue on civil service response to COVID-19 to gather lessons learned from Myanmar and ASEAN countries and establish a network of practitioners sharing timely information around civil service management, public service delivery and risk prevention during the pandemic. The Community of Practice will be formed to enhance civil service cooperation for better crisis management and will include a virtual Lab where Myanmar civil servants as well as officials and practitioners from ASEAN countries can work together on selected thematic areas to find common solutions and innovations that will enable the civil service to respond to the COVID-19 short and long- term impacts.

## **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) **Samples** of at least 3 previously prepared reports, articles, briefs, infographics, presentations, leaflets or other outreach/communication materials.
- d) **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;
- e) **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.

## **6. EVALUATION**

The following criteria shall serve as basis for evaluating offers:

### **Combined Scoring Method:**

- Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

### **Technical Evaluation of Proposals:**

- All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

<b>Criteria</b>	<b>Points (total: 70 points)</b>
Master's degree in Public administration/public affairs, International Relations, Journalism, Communications, Marketing (5 pts – Specialist/Master's degree in the relevant field or higher; 3 pts – Bachelor's degree in the relevant field)	5
At least three (3) years of relevant experience in knowledge management, communications, advocacy, public relations, partnership building, outreach or related fields. (up to 10 pts – 8 years and more; 9 pts – 6-7 years; 8 pts – 3-5 years)	10
At least two (2) years of relevant experience in establishing or growing communities of practice, expert clusters, and/or community needs assessment and training involving civil servants. (up to 20 pts – 6 years and more; 10 pts – 4-5 years; 5 pts – 2-3 years)	20
At least three (3) years of previous professional experience in facilitating and/or moderating workshops, webinars, training sessions and other awareness-raising or educational events. (up to 10 pts – 6 years and more; 9 pts – 4-5 years; 8 pts – 2-3 years)	10

Excellent writing skills, with analytic capacity and ability to synthesize inputs and relevant findings (proven with samples of at least 3 previously prepared reports, articles, briefs, infographics, presentations, leaflets or other outreach/communication materials). (up to 10 pts – 5 and more samples, 7 pts – 3-4 samples)	10
Experience in South-East Asia required. (up to 10 pts – 4 years and more; 7 pts – 3-2 years; 5 pts – 1 year)	10
Experience in managing, implementing or supporting UNDP or UN projects and/or initiatives related to public administration, civil service (up to 5 pts – 4 years and more; 3 pts – 3-2 years; 2 pts – 1 year)	Bonus (max 5 points)

#### **Financial Evaluation of Proposals:**

- The financial proposals of all the applicants who pass the technical evaluation will be scored. 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.  $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$ . The contract shall be awarded to the applicant who receives the highest cumulative score.

#### **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**