



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/128

Date: 23 November 2020

Country : MYANMAR
Description of the assignment : National Web Management Consultant
Type of Contract : Individual Contract (National consultant)
Duty Station : Yangon
Period of assignment/services : December 2020 – November 2021 (168 days)

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), 30 November 2020**. Email submission should state procurement notice number (**2020/UNDP-MMR/PN/128**) 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

The UNDP Country Programme (CPD 2018-2022) supports 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.

The UNDP Myanmar Strategic Management Unit (SMU) drives new ways of working through partnerships, innovation, communications, design and data visualization; coordinates quality assurance of monitoring and evaluation as well as continuous project monitoring through defined indicators; supports programme teams and CO senior management in planning and management of thematic country programme and project evaluation(s) and follow up in implementation of recommendations; and promotes evaluation standards, quality assurance/control and capacity development in the Country Office by facilitating knowledge building and management. The team strives to bring new methodologies, energy and insights into the work of the entire Country Office.

UNDP uses a range of communication tools and products to portray the impact of the work it does. Key to this is this the UNDP Myanmar website.

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) **Links to previous work**
- 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):

Criteria	Points (total: 70 points)
Relevance of education	15 points
Relevant Experience and Technical Skill <ul style="list-style-type: none">○ Five years of work experience in developing and maintaining websites and microsites.○ Work experience using AEM/CQ5 platform necessary○ Experience in providing web support for the UN an advantage.○ Experience with professional translations○ Ability to navigate content management-based web systems, experience with MS Share-point is an asset;○ Ability to trouble shoot website related issues.	50 points
○ Language skill	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