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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/133

Date: 25 November 2020

Country:	Myanmar
Description of the assignment:	JUNIOR URBAN PLANNER
Type of Contract:	Individual contract
Duty Station:	Myanmar
Period of assignment/services:	6 months
Expected Duration of Assignment:	December 2020

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **3 December 2020 05:00 pm Yangon Time**. Email submission should state procurement notice number (**2020/UNDP-MMR/PN/133**) 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 United Nations Human Settlements Programme, UN-Habitat, is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The main documents outlining the mandate of the organization are the Vancouver Declaration on Human Settlements, the Habitat Agenda, the Istanbul Declaration on Human Settlements, the Declaration on Cities and Other Human Settlements in the New Millennium, and UN General Assembly Resolution A/56/206. The Urban Practices Branch (UPB) of UN-Habitat supports countries in developing urban planning methods and systems that address current urbanization challenges. It promotes urban planning approaches to address urban expansion and transformation. Urban Planning for Humanitarian Development Practices (UPHDP) aims to identify the strategic challenges and opportunities which will inform planning strategies for settlement affected by the conflict induced migration. The significant part of the initiative is focused on the promoting sustainable urban planning for the refugee settlements, supporting local governments and humanitarian partners to develop the "New Way of Working" which aims at better coordination between humanitarian and development actors in pursuit of "enhancing the protection of persons of concern and building measurable progress towards the Sustainable Development Goals." The



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consultant will work under the direct supervision of the manager of programme on Planning for Humanitarian and Development practice

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.

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 at Annex)
- 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 at Annex- 4)
- c) **Cover Letter/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. 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.

**** 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



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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

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):



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Criteria	Weight	Max Points
Technical	70%	70
<ul style="list-style-type: none"> Educational qualification Masters degree in Urban Planning / Urban Design 		20 points
<ul style="list-style-type: none"> Experience in using GIS especially in urban development. Experience and knowledge of Python 		25 points
<ul style="list-style-type: none"> Knowledge and understanding of theories, concepts and approaches relevant to landscape, urban planning and design. Strong analysis of urban form, urban and environmental systems, underlying social, legal and financial mechanisms and the political context. 		25 points
Financial	30%	30

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.

ANNEX

ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX 2 - GENERAL CONDITIONS OF CONTRACT

ANNEX 3 - P11 for ICs

ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT