



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/139

Date: 30 November 2020

Country : MYANMAR
Description of the assignment : Lead Author/Team Lead- National HDR, Myanmar
Type of Contract : Individual Contract (International)
Duty Station : Yangon and Homebased
Period of assignment/services : January 2021 – June 2021 (Phase 1)

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), 7 December 2020**. Email submission should state procurement notice number (2020/UNDP-MMR/PN/139) 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 Global Human Development Report and the its more country-focused counterpart- the National Human Development Reports (NHDR)- are flagship UNDP publications produced regularly to address topics relevant to a country's development trajectory and are aimed at providing policy recommendations and generating public discourse around the topic.

It is expected that Myanmar will move towards developing its first ever NHDR in the 2021/22 period, focusing on basic and enhanced capabilities- a concept introduced in the Global HDR 2019. Basic capabilities refer to basic means for living such as primary education or primary health care or ownership of mobile phone, whereas enhanced capabilities refer to higher level of capabilities, say, access to tertiary education or improved medical facility, or high-speed internet connectivity.

Covid-19 reinforced the significance of enhanced capabilities as difference in such capabilities across population groups can create a yawning gap in human development outcomes when a shock hit. The difference in enhanced capability makes the impact of Covid-19 on poor disproportionately higher. For example, those who have tertiary level of education and access to broadband width, they can continue working in other arrangements and thus continue earning, whereas those that lack these capabilities cannot.

Against the above backdrop, the report will take a fresh look at differences in basic and enhanced capabilities using a framework that goes beyond income. It will investigate various factors affect different groups in various states and regions of Myanmar. It will explore constraints and barriers that prohibit poor and vulnerable to build such capabilities, and how state can help address to improve the access to make them relevant and enable them to harness their potential to maximum extent.

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.

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):

Summary of Technical Evaluation (max 70 points)		Points Obtainable
1.	Education	15
2.	Experience, capacity and expertise	30
3.	Regional experience and knowledge of the Myanmar context	15
4.	Language, editing and communication	10
	Total	70

Section 1. Education		Points obtainable
1.1	Relevant academic qualification	15
Total Section 1		15

Section 2. Experience, capacity and expertise		Points obtainable
2.1	Experience in issues related to sustainable human development context with a focus on inequalities;	4
2.2	Ability to undertake professional research using both quantitative and qualitative methods and experience with the development of composite indices;	4
2.3	Analytical skills and ability to write concisely and clearly and to deliver on time	4

2.4	Credentials in project design, methodology design, and conducting assessments	4
2.5	communication and advocacy skills, and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, donors and other stakeholders;	4
2.6	Familiarity with UNDP and UN system policies, including Human Development Reports	4
2.7	In-depth knowledge on relevant development issues and ability to advocate and provide policy advice;	3
2.8	Ability to lead teams effectively	3
Total Section 2		30

Section 3. Regional experience and knowledge of the Myanmar context		Points obtainable
3.1	Relevant knowledge and experience in the region	7
3.2	Relevant knowledge and experience of the Myanmar context	8
Total Section 3		15

Section 4. Language, editing and communication		Points obtainable
4.1	Writing, editing, and oral communication skills in English	5
4.2	Communication and advocacy skills, and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, donors and other stakeholders	5
Total Section 4		10

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