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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/151

Date: 30 Dec 2020

Country:	Myanmar
Description of the assignment:	Communications Advisor: Development of MNHRC Stakeholder Engagement and Communications Strategy
Type of Contract:	Individual Contract (International)
Duty Station:	Home-based
Period of assignment/services:	18 January to 12 March 2021 (40 working days)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org> no later than **13 January 2021, 24:00 hr (COB, YANGON)**. Email submission should state procurement notice number **(2020/UNDP-MMR/PN/151)** 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

UNDP's Strengthening Accountability and Rule of Law (SARL) Project supports the Government of Myanmar to address low public trust in state institutions at a critical time in Myanmar's transition period. Building on the clear initiative of all three branches of the Government of Myanmar to promote transparency and accountability, the project helps to strengthen institutional frameworks and capacities for good governance. SARL is organized into three thematic intervention areas: (1) Anti-Corruption, (2) Parliament, and (3) Rule of Law and Human Rights.

Within the Rule of Law and Human Rights component, SARL works closely with the Myanmar National Human Rights Commission (MNHRC). In 2018, UNDP facilitated a Capacity Assessment of the MNHRC in partnership with the Asia Pacific Forum of National Human Rights Institutions and the Office of the High Commissioner for Human Rights. This informed the development of the MNHRC's Strategic Plan (2020-2024) and its Operational Plan 2020.



SARL is assisting the MNHRC to implement its strategic plan and to provide technical assistance to strengthen the MNHRC's ability to fulfill its mandate, meet the international standards that apply to national human rights institutions (the Paris Principles), and thereby improve human rights awareness and compliance in Myanmar.

In 2020, UNDP conducted a Social and Environmental Screening (SES) Procedure to identify potential social and environmental risks that might arise as a consequence of its provision of support to the MNHRC. Social and Environmental Screening Procedures help to ensure that UNDP projects avoid causing harm to communities or to the environment by identifying and managing social and environmental risks. An integral aspect of this process is UNDP's consideration of its relationship with key stakeholders, including non-governmental organisations (NGOs).

UNDP is now seeking a Communications Advisor to develop a Stakeholder Engagement and Communications Strategy to strengthen the MNHRC's responsiveness and accessibility to key stakeholders, and to ensure public awareness of and build support for SARL's MNHRC programme.

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.

Candidates should present their offer to UNDP in the following form:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- **A Cover Letter**, outlining the suitability of the candidate for the assignment;
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **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.

5. FINANCIAL PROPOSAL



Fees

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.

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

Offers received will be evaluated using a combined scoring method, where the qualifications of the Offeror will be weighted 70% (i.e. technical evaluation), and combined with the price offer, which will be weighted 30% (i.e. financial evaluation).

Technical Evaluation will be conducted based on a review of the applicant's qualifications (70 points) through a desk review. Only candidates obtaining a minimum of 70% (49 points) in the Technical Evaluation will be considered for the Financial Evaluation.

Evaluation criteria to be applied:

Criteria	Points
Relevant educational background	5
Minimum 7 years of relevant professional experience in international development projects or programmes, with a focus on communications	15
Proven experience in the region, ideally in Myanmar (evidence of previous, similar work provided) in assisting client organisations to develop social media, radio and web content, ideally relating to development, public interest or human rights issues	10
Experience developing organisational risk avoidance, minimisation and mitigation strategies, including through the use of communications	10
Experience working with governmental and non-governmental clients, ideally including mentoring and training. Experience working with national human rights institutions is an advantage	10
Familiarity with UN/UNDP systems, standards and processes for managing projects and programmes	10



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Very high standard of spoken and written English	10	
Financial Proposal	30	
Total Points	100	