

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

2021/UNDP-MMR/PN/006

Date: 15 January 2021

**Country:** Myanmar

**Description of the assignment:** Project Coordination Associate (National)

**Duty Station:** Nay Pyi Taw and other locations in Myanmar as required

**Period of assignment/services:** 11 months (February 1, 2021 to December 31, 2021)

Proposal should be submitted to (either [bids.mm@undp.org](mailto:bids.mm@undp.org) or UNDP Jobs site <http://jobs.undp.org>) no later than **Sunday 17:00 (Myanmar Time), 24 January 2020**. Email submission should state procurement notice number (2021/UNDP-MMR/PN/006) 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](mailto:mmr.procurement@undp.org), [5] days before the deadline for submission of proposal. 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 Myanmar has commenced the implementation of its Country Programme for 2018-2022. Integrated programming has guided the design of the new programme in order to better address the inter-linkages between peace-building, governance, natural resource management and disaster resilience, inclusive growth, and the vertical linkages between subnational and national governance levels.

The Governance for Resilience and Sustainability Project (GRSP) is designed to help the Government of Myanmar (GoM) implement recent policy reforms related to environmental governance, climate change and disaster risk reduction (DRR), to ensure that economic growth in Myanmar is more inclusive, resilient and sustainable. It leverages existing AF/GEF/REDD/GCF vertical funding and links up to horizontally and vertically with UNDP Country Programme key priority areas working at national and sub-national levels. GRSP The project recognizes that environmental degradation, when combined with disasters and climate change, undermines the attainment of inclusive and sustainable growth. It also recognizes that Myanmar's environmental assets present unique opportunities for green economic development, which can also support women's economic empowerment and community resilience.

The increased emphasis on public infrastructure investments and foreign direct investments in recent years requires matching increases in environmental management and resilience. At the same time, the potential of green investments as wealth and employment generators requires support and promotion. The Union Government is promulgating a series of policies to address these challenges including the National Environmental Policy (NEP), Green Economy Policy Framework, Myanmar Climate Change Strategy and Action Plan, and Myanmar Action Plan on DRR (MAPDRR). These policies now require enabling mechanisms for effective implementation and enforcement so

that they deliver benefits for all people.

Over the 5-year period of the new Country Programme Document (CPD), the GRSP aims to enable the GoM to mainstream environment, climate change and DRR considerations into planning and project appraisal systems of at least three key sectors and three States and Regions. It will also support key counterparts to implement the new policies, including by promoting an integrated environmental financing framework by helping develop comprehensive organisational and human resources development plans. GRSP also aims to help promote green investments in environmental goods and services to protect natural resources, minimize and manage waste more effectively, while simultaneously creating sustainable wealth and employment.

UNDP's support for the implementation of the NEP is initially through the development of a national level Environmental Master Plan and similar master plans at sub-national levels, to guide priority environmental governance interventions and the mainstreaming of environmental considerations throughout all government planning and decision-making. UNDP is supporting the Environmental Conservation Department (ECD) of the Ministry of Natural Resources and Environmental Conservation (MONREC) to prepare the first national environmental master plan.

GRSP also operates as an umbrella project for integrating other key environment, climate change and DRR related projects within UNDP's portfolio

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

For detailed information, please refer to Annex-1

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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- 3)
- b) **Personal CV or 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) **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;

### **Financial Proposal**

**\*\* Consultant/Contractor whose assignment require travel and who are over 62 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 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

Individual consultants will be evaluated based on the cumulative analysis of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 points from the technical evaluation would be considered for the financial evaluation.

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.  $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$ .

### **Educational background: 10 points**

- Any graduate, Bachelor or equivalent. A bachelor's degree in social science, development studies, international relations or any other relevant fields

### **Relevant Experience: 55 points**

- At least 4 years of experience in environment, climate change, disaster risk reduction, policy, natural resource management or a development field in Myanmar (15 points)
- Experience working with government agencies, INGOs, UN agencies and civil society (15 points)
- Experience in coordination, communication, and facilitation of key development processes with government departments, especially Department of Disaster Management and Environmental Conservation Department (15 points)
- Relevant direct experience related to the technical scope of the project, particularly regarding multilateral conventions, protected areas, environmental conservation, climate change and disaster risk reduction (10 points)

### **English language skills: 5 points**

- Excellent command of written and spoken English and Myanmar Language  
Must be a Myanmar National



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Resilient nations.*

**ANNEX**

- ANNEX 1- TERMS OF REFERENCES (TOR)
- ANNEX 2 -GENERAL CONDITIONS OF CONTRACT
- ANNEX 3 - P 11/CV for ICs
- ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT