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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2021/UNDP-MMR/PN/12

Date: 6 April 2021

Country:	Myanmar
Description of the assignment:	Annual Report Writer and Graphic Designer
Type of Contract:	Individual contract (International)
Duty Station:	Home based
Period of assignment/services:	The assignment will initially be for a period of 30 days intermittently from May 2021 to July 2021.
Expected Duration of Assignment:	1 May 2021 - 31 July 2021

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **23 April 2021 05:30 pm**. Email submission should state procurement notice number (2021/UNDP-MMR/PN/12) 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.

Please kindly see all more information at the following link:

https://procurement-notice.undp.org/view_notice.cfm?notice_id=77077

BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in some 170 countries and territories, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.

In Myanmar, UNDP delivered its first country programme from 2013-2017, working with a range of partners to implement projects that strengthened local governance, democratic governance and environmental governance. The new country programme 2018-2022 has completed the second



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year. The 2020 Annual Report will capture the results achieved over the year and acknowledge the partnerships that supported the achievement of these results.

The 2020 Annual Report is an important publication to showcase the programmatic and financial operations and significant achievements of the Country Office (CO) to all of UNDP's stakeholders. The report which is published in English and Myanmar is UNDP's calling card and is used for outreach and advocacy purposes and to provide information and visibility on the CO's programme, projects and activities throughout the period.

The consultancy entails research and writing, and a commitment to deadlines. The consultant will report to the Team Leader – Strategic Results, Partnership and Innovation and work closely with the communications team and other relevant colleagues in Strategic Management Unit.

PURPOSE OF THE ASSIGNMENT

This assignment has two parts – (1) copywriting and (2) graphic design and publication design layout

COPYWRITING

Using the data template provided by the UNDP Myanmar, the individual consultant will copywrite the text of the Annual Report ensuring accuracy, consistency and readability of message, charts, figures, graphs and other report components.

The consultant will be responsible for copywriting the narrative sections with a view to ensure: clarity and continuity and focus of the report; clarity of structure and consistency, both analytical and stylistic.

The consultant will concentrate on flow and clarity of text especially between text and tables, and figures and integration of text and boxes, content errors, style and punctuation, spelling and grammar. The consultant will ensure that the data used and referenced in the text are consistent with the data in the respective tables, figures, charts and maps, as well as with the indicator tables. Based on the text provide, the consultant will recommend infographics for the Annual Report.

GRAPHIC DESIGN AND DESIGN LAYOUT

To produce an attractive and creative layout for the 2020 Annual Report for English version of Annual Report and Consultant will also provide support and guidance to local communication focal points in finalizing the graphic design and layout of the Myanmar Version to ensure consistency with English Version using UNDP font, graphics, infographics and appealing placement of photos.

The consultant will propose three design layouts, one will be selected from three design concepts. The appropriate placement of illustration such as maps, pie charts, tables, box items should be used as guided by the UNDP Myanmar team.



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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 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) **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

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



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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

The application submission process *-both financial and technical* is included in the RFP.

Criteria for selecting the best offer

Upon the advertisement of the Procurement Notice, qualified individuals are expected to submit both the Technical and Financial Proposals. Accordingly, the individuals will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

Recommended presentation of technical proposal

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, the individuals are advised to use a proposed Table of Contents.

Confidentiality and proprietary interests

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the UNDP. This assignment will be administrated by UNDP hence UNDP rules, policies and procedures will apply.

Proposed standard technical proposal evaluation criteria



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Technical Proposal Evaluation: Proposed methodology, approach and implementation plan	
Relevance of education	10
Experience in editing and report writing	30
Technical skills in graphic design and design layout	20
Experience in developing content for UN reports	10
Sub total	70
Total	70

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**