



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2021/UNDP-MMR/PN/029

Date: 10 September 2021

---

**Country** : MYANMAR  
**Description of the assignment** : Medical Administrator - National  
**Type of Contract** : Individual Contract (National)  
**Duty Station** : Yangon  
**Period of assignment/services** : 1 October 2021 to 31 December 2021 (3 months)

Proposal should be submitted to (either [bids.mm@undp.org](mailto:bids.mm@undp.org) or UNDP Jobs website <http://jobs.undp.org>) no later than **17:00 (Myanmar Time), 18 September 2021**. Email submission should state procurement notice number (**2021/UNDP-MMR/PN/019**) 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](mailto: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

Considering a significant rise of COVID cases among UN personnel & dependents in current Covid-19 3<sup>rd</sup> spikes in Myanmar, it is important to strengthen UN Clinic Yangon capacity to maintain the current level of health service provisions and to cope with increasing workloads.

In addition, the capacity of public & private health facilities for Covid-19 case management is seriously curtailed. While there is an extremely limited access to medical facilities including referral & oxygen supply as well as the overwhelmed private health facilities, UN Clinic has been managing Covid-19 related cases as per UN model of care and facilitating severe Covid-19 cases in coordination with UN Medevac cell for Covid-19 medevac.

Moreover, the UN Clinic in Myanmar is part of the leading task force to carry out Covid-19 preparation activities such as UN Covid-19 Call Center, oxygen concentrator allocation and utilization. Last but not least, routine UN Clinic's services (Primary clinical care, Occupational health services are continuously being provided to UN personnel & eligible dependents.

To strengthen the critical tasks of UN Clinic during such health crisis and critical period, an additional medical administrator with requisite public health experiences is being considered. This will ensure continuity of health services for UN staffs as well as their eligible dependents and responsiveness of growing demand for services, support and information related to COVID-19 outbreak.

The proposed medical administrator position will be recruited through prevailing procedures of UNDP, e.g., individual consultancy contract or any other appropriate mechanism. The medical administrator will perform the functions under close supervision and day-to-day technical and administrative guidance of UN Clinic Physician & UN Clinic Medical Officer, Myanmar.

## **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):

<b>Criteria</b>	<b>Points (total: 70 points)</b>
University Degree in Medicine, from an accredited University	20
Valid license to practice within home country/or another national jurisdiction	20
Experience in computer usage/office software (such as Email, Internet, MS Word, Excel, PowerPoint, Data Base entry, etc.)	20
Minimum 3 years of relevant experience in managing communicable diseases, preferably technical supervision and administration	10
Advanced clinical knowledge and skills	10
Relevant experience in communicating and dealing with diverse population	10
Fluency in the working language – English, both written and spoken	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**