INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(RE-ADVERTISEMENT)

2021/UNDP-MMR/PN/041 Date: 27 October 2021

Country: Myanmar

Description of the assignment: Gender and Public Leadership Research Assistant

Type of Contract: Individual Contract (National)

Duty Station: Home-based (remote working)

Period of assignment/services: November–31 December 2021 (The ceiling of actual engagement or contract deliverables will be equivalent of up to 32 days)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site http://jobs.undp.org no later than 5 November 2021, 24:00 hr (COB, YANGON). Email submission should state procurement notice number (2021/UNDP-MMR/PN/041) 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

In 2019, UNDP Myanmar commenced a programme of activity under the global ‘Parliaments as Partners supporting the Women, Peace and Security (WPS) Agenda’ project. The programme was designed to be delivered through UNDP’s long-term parliamentary strengthening programme. The primary aim of the work was to strengthen the role of MPs in engaging the public to provide input into the national priorities of the Myanmar Sustainable Development Plan (MSDP) that address WPS. The project expected to improve MPs’ capacity to oversee the implementation of WPS-related actions in the MSDP, using the National Indicator Framework (NIF) as a frame for oversight. It was designed to enable an ongoing and constructive dialogue around WPS with stakeholders including government, INGO/Development Partner and civil society representatives. Given challenges to implementation – including the Covid-19 pandemic and political instability – the project work
has been modified.

In this context, UNDP Myanmar is seeking an experienced national research assistant in the field of gender and public leadership, to lead a research study relating to the WPS agenda. Women, minorities, individuals with disabilities are encouraged to apply.

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.

Proposals must be based on an all-inclusive lump sum amount, as contract price is fixed regardless of changes in the cost components.

The consultant should present an offer including the following documents:

a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP.

b) 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.

c) Short cover letter outlining suitability of the consultant for the assignment.

d) Writing sample.

e) 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

UNDP will use a combined scoring method, in which the technical evaluation will be weighted at 70% and the financial evaluation at 30%. The technical evaluation will be conducted based on the qualifications and competencies above, according to the points detailed below. Only candidates obtaining a minimum of 70% of the total available technical evaluation points will be considered for the Financial Evaluation. All technically qualified proposals will be scored out of 30. The maximum points (30) will be assigned to the lowest financial proposal.

<table>
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<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td><strong>Technical</strong></td>
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<tr>
<td>Minimum master’s degree in the field of Development Studies, Gender Studies, Public Administration, Political Science, International Relations, Peace and Conflict Studies or equivalent</td>
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<td>Experience conducting qualitative research in the field of gender, governance and public leadership, or related field, in Myanmar</td>
<td>20</td>
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<td>Demonstrated knowledge of gender issues</td>
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<td>Demonstrated understanding of political context and working effectively in a politically sensitive environment</td>
<td>10</td>
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<td>Fluent Myanmar and English, both spoken and written</td>
<td>10</td>
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<td>Quality of English writing sample</td>
<td>5</td>
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<tr>
<td>Financial proposal</td>
<td>30</td>
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<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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