INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

202/UNDP-MMR/PN/010

Date: 2 March 2022

Country: MYANMAR
Description of the assignment: Expert, Myanmar Financial Sector Law (UNCDF)
Type of Contract: Individual Contract
Duty Station: UNCDF office, Yangon, Myanmar
Period of assignment/services: up to 12 months

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs website http://jobs.undp.org) no later than 17:00 (Myanmar Time), 13 March 2022. Email submission should state procurement notice number (202/UNDP-MMR/PN/010) 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, (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

UNCDF has been operating in Myanmar since 2012 with a capital mandate to expand savings-led financial inclusion and use localised investments to drive poverty reduction and sustainable development. The country program seeks to improve financial service access and usage to achieve equitable, sustainable, and inclusive growth within the UN’s Sustainable Development Goals (SDGs) and the Myanmar Sustainable Development Plan (MSDP), which includes the use of innovate solutions to bring formal services for people at the bottom of the pyramid.

UNCDF Myanmar proposes to accelerate inclusive digital finance by building an interoperable payment switch for MFIs (the Myanmar Microfinance Digitization (MMD) project), particularly for women, by focusing on two use cases:
(i) MFI loan payments/disbursements,
(ii) Electronic Cash Transfers (ECT), and
(iii) Account to Account transfers
   Additional use cases may be added during 2022.

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;

   Financial proposal: Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the proposed fee submitted in the proposal.

   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.

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) Earliest availability and proposed schedule for consultancy

d) 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;

** 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

Consultant must send a Financial proposal based on Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration.

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):

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<th>Criteria</th>
<th>Points (total: 70 points)</th>
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<td>A Master’s degree in Law or related discipline or equivalent relevant experience equivalent</td>
<td>20</td>
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<td>At least 10 years of legal expertise in Banking and the Financial Sector of Myanmar</td>
<td>40</td>
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<td>At least 5 years of experience with the MFI Sector in Myanmar</td>
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<td>Proven experience of engaging with governments to form robust and defendable opinions.</td>
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<td>Deep understanding of the rules &amp; regulations related to the Myanmar Banking and Finance Industry</td>
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**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