**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

2022/UNDP-MMR/PN/017

Date: 16 March 2022

<table>
<thead>
<tr>
<th>Country</th>
<th>: MYANMAR</th>
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<tbody>
<tr>
<td>Description of the assignment</td>
<td>National – Microfinance Technical Consultant</td>
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<tr>
<td>Type of Contract</td>
<td>: Individual Contract</td>
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<tr>
<td>Duty Station</td>
<td>: Yangon, Myanmar</td>
</tr>
<tr>
<td>Period of assignment/services</td>
<td>: 1 May 2022 – 31st December 2022</td>
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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), 26 March 2022. Email submission should state procurement notice number (2022/UNDP-MMR/PN/017-Microfinance Technical Consultant) 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 is the UN’s capital investment agency for the world’s 46 least developed countries. It creates new opportunities for poor people and their communities by increasing access to microfinance and investment capital. It provides seed capital – grants and loans – and technical support to help microfinance institutions reach more poor households and small businesses, and local governments finance the capital investments.

UNCDF has formulated a strategy of ‘Leaving no one behind in the digital era’. The vision of UNCDF is to empower millions of people by 2024 to use services daily that leverage innovation, technology and contribute to the Sustainable Development Goals.

UNCDF has been operating in Myanmar since 2012 with a capital mandate to expand savings-led financial inclusion and use localized 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.
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):

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points (total: 100 points)</th>
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<tbody>
<tr>
<td>Postgraduate qualification in finance, business or economics</td>
<td>20</td>
</tr>
<tr>
<td>At least 7 years of professional financial services experience with proven competence in microfinance and financial inclusion</td>
<td>20</td>
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<tr>
<td>Practical experience demonstrated by technical microfinance sector development assistance preferably in Myanmar</td>
<td>20</td>
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<tr>
<td>Strong knowledge of microfinance and financial inclusion projects and processes</td>
<td>20</td>
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<tr>
<td>High level of communication and interpersonal skills and experience in working effectively in a multi-cultural environment</td>
<td>20</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. \( \frac{[30 \text{ Points}] \times [\text{USD lowest}]}{[\text{USD other}]} \) = 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