

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2022/UNDP-MMR/PN/019

Date: 06 April 2022

Country: Myanmar

Description of the assignment: National Consultant for Development of manuals for preparing Community Forest Enterprise Management Plan, and Community Protected Areas Management Plan

Duty Station: Home-based and travels to Tanintharyi and Mon

Period of assignment/services: Three months

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **Friday 17:00 (Myanmar Time), 24 April 2022**. Email submission should state procurement notice number (2022/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 to mmr.procurement@undp.org, [5] days before the deadline for submission of proposal. 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

Community forestry (CF) to protect forest resources and support the subsistence needs of rural communities was introduced in Myanmar in the early 1990s. The first iterations of Community Forestry Instructions (CFI-1995) provided little consideration to the livelihood development of each community even though some communities had earned limited income through small-scale trading of non-timber forest products (NTFPs). The lack of emphasis on livelihood development has proved a major challenge to the success of CF in various aspects resulting in continued forest loss and degradation inside and outside the CF areas.

Community based natural resource management has the potential to help achieve multiple socio-economic and environmental objectives including mangroves restoration at national, landscape and community levels. They can also address poverty, livelihood development, equality issues and biodiversity conservation. With recognition of the importance of livelihood and forestry-based enterprise development in CF, revisions of Community Forestry Instructions (CFI-2016 & CFI-2019) in recent years have seen the community forestry program develop with focus moving from protection, with limited livelihood opportunities for communities, to livelihood and enterprise development. As of March 2019, there were 614,579 acres (248,711 ha) of CFs certified by the Forest Department, covering 4,707 Community Forest User Groups (119,355 households).

Myanmar first introduced the concept of Community Forestry Enterprise (CFE) in the revised CFI-2016 and further strengthened it in CFI-2019. CFE development in Myanmar, however, is at its nascent stage. A

2020 study “Community Forest and Community Forest Enterprise Development Survey in Southern Rakhine” supported by UNDP identified a myriad of challenges to the development of CFEs in Myanmar. They include constraints of legal frameworks in forestry-based business development, accessibility to market and market information, accessibility to finance and credits, and capacity of stakeholders including communities. Despite its more conducive policy environment (Forest Law 2018, CFI-2019), operational guidelines for the development of CFE and manual for preparing CFE management plan are still an important gap that needs to be addressed. Local communities interested in CFEs and civil society organizations (CSOs) supporting CFE development in Myanmar do not have a set of guidelines they can refer and adopt. Therefore, in its policy brief “Community Forestry Enterprise Development in Myanmar through Socially Responsible Business Approaches”, RECOFT recommended, among other things, effective procedures and practical operational guidelines be developed to encourage commercial viability of CFEs and CFE development in general.

As shown in recent history of forest and natural resource management in Myanmar, local communities and indigenous people were excluded, and their important role and their livelihoods ignored. However, large patches of forest, particularly in hilly and ethnic minority regions, have been traditionally protected and managed by local indigenous peoples for centuries. Many studies have shown that community conserved areas have been effective in curbing deforestation while, at the same time, providing social-economic benefits to communities. It is imperative to promote such community-led traditional initiatives to enhance community empowerment. Combined with scientific approaches, they will yield positive conservation, socio-economic and cultural outcomes. However, there is a need to develop accessible operational guidelines and make them available to communities and CSOs for systematic documentation of natural resources, customary practices and integration of scientific management into traditional management systems. Therefore, the assignment is aimed to support the development of a step-by-step manual for community and indigenous people as well as CSOs for preparing management plan for community protected areas (CPA).

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex-1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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- 3)
- 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) **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;

Financial Proposal

** Consultant/Contractor whose assignment require travel and who are over 62 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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

Individual consultants will be evaluated based on the cumulative analysis of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 points from the technical evaluation would be considered for the financial evaluation.

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. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$.

Technical Criteria for Evaluation –(Maximum 100 points)

- **Criteria 1:** Education/Academic qualifications (**Max 30 points**)
- **Criteria 2:** Work experience – (**Max 50 points**)
- **Criteria 3:** Experience working with UN agencies – (**Max 20 points**)



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****Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.**

ANNEX

- **ANNEX 1- TERMS OF REFERENCES (TOR)**
- **ANNEX 2 -GENERAL CONDITIONS OF CONTRACT**
- **ANNEX 3 - P 11/CV for ICs**
- **ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**