



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2022/UNDP-MMR/PN/033

Date: 20 April 2022

Country:	Myanmar
Description of the assignment:	Survey Quality Expert (National)
Type of Contract:	Individual Contract (National)
Duty Station:	Yangon, Myanmar
Period of assignment/services:	May to 30 September 2022

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org> no later than **30 April 2022, 24:00 hr (COB, YANGON)**. Email submission should state procurement notice number **(2022/UNDP-MMR/PN/033)** 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

The current context in Myanmar is characterized by political and security instability, compounded by the Covid-19 pandemic. Economic growth has been severely constrained by the pandemic and poverty is expected to increase substantially. Millions of the 'near poor' and vulnerable people in urban areas are expected to fall into hunger in coming months, with the already poor in rural areas all but guaranteed to fall into deeper poverty.

All this happens just as reliable information on the multifaceted and differentiated impact of the political instability and COVID-19 is either absent or lagging. Published official data is limited. To meet the urgent need for information about the transmission effects of both the pandemic and political crisis onto the country's stability, cohesion, socioeconomic fabric and development pathway, UNDP will conduct a range of research, data and analytical activities under the Myanmar Development Observatory.

In support of the survey work, UNDP Myanmar requires the services of a national Survey Quality Expert, with experience in designing, implementing and quality assurance of

nation-wide surveys in Myanmar.

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.

Candidates should present their offer to UNDP in the following form:

- a) Duly accomplished **Letter of Confirmation of Availability and Financial Proposal** 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.

Note - Financial Proposal should indicate the all-inclusive fixed total contract price, supported by a breakdown of costs. 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,



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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 proposal (CV) will be weighted at 70% and the financial proposal at 30%.

Criteria	Points
Technical	70
Master's Degree in political science, economics, law, mathematics, statistics, or related field	10
Experience supporting national-level quantitative surveys in Myanmar	15
Demonstrated experience of conducting training or capacity development activities related to quantitative surveying and data collection and analysis	15
Proven knowledge of advanced applied statistics	15
High quality of technical report writing, demonstrating use of data in different formats for varied audiences	10
Familiarity and experience with use of Microsoft Excel and other statistical-related programmes.	5
Financial proposal	30
Total	100