INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country: Myanmar
Description of the assignment: Social Protection Expert
Type of Contract: Individual Contract (International)
Duty Station: Home-based
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 1 May 2022, 24:00 hr (COB, YANGON). Email submission should state procurement notice number (2022/UNDP-MMR/PN/034 – Social Protection Expert) 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
Following the military takeover of the civilian government in Myanmar on 1 February and to direct UNDP’s engagement during this interim period, UNDP has developed interim engagement principles aligned to the broader framework of the UN Country Team’s (UNCT) engagement principles.

UNDP suspended the current programming in the country while undertaking a programme review in line with the Engagement Principles and screening of initial risks in the immediate aftermath of the coup. The engagement principles direct UNDP to ensure that the benefits of programming accrue primarily and directly to the people or local communities without discrimination; that programming supports the strengthening of the rule of law and the protection and promotion of human rights; and that it contributes to preserving, to the extent possible, the democratic space. At the same time, UNDP will ensure that programming does not pose a risk of legitimizing the de facto authorities; having a potential negative impact on human rights, creating a negative conflict dynamic; or presenting potential reputational
damage for the United Nations given current circumstances. Programmes and activities aiming at strengthening government institutions, providing policy advice, and/or with participation of government officials will be paused until further notice.

The overall objective of this assignment is to design and conduct an assessment of the social protection system in Rakhine state and develop and propose a prioritized response strategy to be carried out by the UNDP under its Triple Nexus Project. This response strategy is to be designed in close collaboration with relevant key UN and non-UN actors.

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

   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)

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

   Financial Proposal

   ** 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
   
   Fees
   Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a break down 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 shall be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.
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)

- Advanced university degree in public administration, welfare studies or related subject. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree – 5 points
- At least 5 years of work experience relevant to the assignment, including at the international level with at least 3 years of proven experience in international development agencies. – 15 points
- Excellent analytical, writing and editing and skills. – 10 points
- Proficiency in producing advice and technical support to social protection public institutions at the national and/or international level. – Max 15 points
- Demonstrated ability to translate development challenges into clear strategies in politically complex situations, where formal and informal authorities compete. – Max 20 points
- Familiarity with UN and other international actors’ work in contexts where state authority is challenged by non-armed organizations. – Max 15 points
- Relevant experience in context requiring sound judgment in navigation of political sensitivities and diverse interests is strongly desirable. – Max 15 points
- Proficiency in oral and written English – 5 points

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

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