



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2022/UNDP-MMR/PN/044

Date: 10 May 2022

Country:	Myanmar
Description of the assignment:	Human Development Analyst
Type of Contract:	Individual Contract (International)
Duty Station:	Home-based (remote working)
Period of assignment/services:	May – 31 October 2022

Proposal should be submitted to (either **bids.mm@undp.org** or UNDP Jobs site <http://jobs.undp.org> no later than **20 May 2022, 24:00 hr (COB, YANGON)**). Email submission should state procurement notice number **(2022/UNDP-MMR/PN/044 – Human Development Analyst)** 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

UNDP's global Human Development Report and its Human Development Index (HDI) has been produced annually by the UNDP since the early 1990s. The index comprises income, health and education. In the global report, the index is calculated using government aggregated data from countries across the globe, resulting in a global ranking along the index. The HDI, and the complementing indices presented in the report (such as planetary adjusted HDI and the gender equality adjusted HDI) aims to bring a nuanced view to the features of developments between countries.

In individual countries, UNDP offices undertakes the work to produce human development reports that unpack the differences to human development within a country. Country-level human development analysis contrasts from the global level in that it uses household level data to produce the HDI, instead of aggregated government data. By basing the calculations on household level data, disaggregation between different sub-groups of the population is made possible.

The Myanmar Development Observatory (MDO) is in the process of producing a report on human development in Myanmar. In addition to a chapter of the household level HDI, the report will consist of two other chapters; one focusing on human capital and another on measuring the developments to longer term productivity.

This ToR outlines the work related to the report on human development in Myanmar, and to the finalization of another survey.

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
- d) **Writing sample**

Financial Proposal

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 70 points)

Criteria	Points
Technical	70
Minimum Master Degree in the field of Development Studies, Economics, Political science or equivalent	10
Demonstrated high level of experience conducting quantitative research in the field of gender, governance and public leadership	20
Track record of drafting research reports that contribute to gender-sensitive programming in a development context	15
Experience conducting quantitative research in Myanmar or Southeast Asia	15
Quality of English writing sample	10
Financial proposal	30
Total	100

** 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