



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2022/UNDP-MMR/PN/048

Date: 12 May 2022

Country:	Myanmar
Description of the assignment:	Training/Capacity Building (TCB) Specialist
Type of Contract:	Individual Contract (International)
Duty Station:	Yangon with travel to 70% in the field locations (if the security situation allows)
Period of assignment/services:	1 June – 31 December 2022

Proposal should be submitted to (either **bids.mm@undp.org** or UNDP Jobs site <http://jobs.undp.org> no later than **22 May 2022, 24:00 hr (COB, YANGON)**). Email submission should state procurement notice number **(2022/UNDP-MMR/PN/048 – Training/Capacity Building (TCB) Specialist)** 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

In response to the prevailing multi-dimensional crisis in Myanmar, UNDP has put together the Community First Programme (CFP), representing UNDP's strategy in Myanmar from 2021 to 2023. The CFP consolidates UNDP's development efforts in Myanmar and pivots its focus toward supporting community recovery, building resilience, and meeting the basic needs of the most vulnerable populations. In addition, the CFP establishes the principles, strategies, and mechanisms for operating across the country in accordance with UNCT's Principles of Engagement which guides the programme and helps ensure neutrality, coherence across all interventions, and effective management of risks. Given the volatile and unpredictable situation, the CFP established built-in mechanisms to (i) anticipate - through robust analysis of multi-dimensional vulnerability and risk identification - the opportunities and challenges in different locations or related to different stakeholders, (ii) learn through trial and error and adapt design and implementation (including scaling) based on lessons learned, and (iii) adjust course according to new information, including reallocating resources as needed.

The Enabling Community Recovery and Resilience (ENCORE) Project is a critical component of the UNDP CFP. ENCORE aims to empower the most vulnerable communities from crisis to recovery and then to long-term development and resilience through a range of short-term, intermediate, and long-term interventions (Figure 1). Specifically, the project shall work closely with these vulnerable communities to (i) address their most basic needs, (ii) restore livelihoods, (iii) rehabilitate basic community infrastructure, (iv) recover community resources, (v) address environmental issues and promote the use of renewable energy and climate-friendly technologies, while, at the same time, (v) continuously building community disaster preparedness and capacities to manage risks.

For detailed information, please see Terms of Reference.

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) **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
- b) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;(Please see Template attached)
- c) **P11 Form**, 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)

Financial Proposal

5. FINANCIAL PROPOSAL

Fees

Financial Proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), 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.

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)

Educational background: 10 points

- Bachelor's Degree in education, community/rural development, communication or other related disciplines

Relevant Experience: 55 points

- At least 7 years of professional experience of which 3 years in developing countries
- Experience in education, capacity building and/or training including preparation of course material, preparation of training schedules, organization of classes/workshops/self-study modules
- Preferably having experience in preparation and delivery of online training
- Experience in the management of teachers/trainers
- Preferably having experience in donor financed projects, project management, and rural development
- Preferably having experience in Myanmar or Southeast Asia
- Above average fluency in MS applications and preparation of training materials

English language skills: 5 points

- Fluency in English required

** 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