



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2022/UNDP-MMR/PN/057

Date: 20 June 2022

Country : MYANMAR
Description of the assignment : Senior National Advisor on Rakhine (UNRCO)
Type of Contract : Individual Contract (National)
Duty Station : Sittwe, Rakhine State
Period of assignment/services : 6 months

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs website <http://jobs.undp.org>) no later than 17:00 (Myanmar Time), **30 June 2022 5:00 PM Yangon Time**. Email submission should state procurement notice number (2022/UNDP-MMR/PN/057- Senior National Advisor on Rakhine) 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

Myanmar's Rakhine State represents a challenging mix of conflict, inter-communal tension, centre-periphery grievances and economic under-development. The state remains one of the poorest areas in the country, and limited employment opportunities have resulted in significant out-migration. Relations between the Rakhine majority and the Muslim minority remain fragile. In the second half of 2017, renewed violence forced approximately 700,000 Rohingya to flee across the border with Bangladesh. Prospects for immediate large-scale refugee return remain elusive. Systemic discrimination against the Muslim minority – the vast majority of whom are stateless – persists, and more than 120,000 remain in squalid IDP camps in central Rakhine. Even beyond the camps, the community continues to face severe movement restrictions, with limited access to health, education and livelihood opportunities. An informal ceasefire between the de facto authorities and the Arakan Army has created a degree of stability in central and northern Rakhine. But the situation is fragile, and a resumption of hostilities would have significant negative impacts on the population. There are also more than 100,000 IDPs from the AA-Tatmadaw fighting in 2019-20, and who could seek to return to their place of origin if conditions allow. For the UN and other international actors on the ground, Rakhine represents a challenging operational environment. In the northern part of the state, access remains limited – reducing the ability to collect data, conduct comprehensive assessments and deliver services to affected communities. In the central and southern parts of the state, access is better, although recent restrictions in central Rakhine have generated new challenges, and the COVID-19 pandemic has further complicated the situation.

For detailed information, please see Terms of Reference attached.

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

For detailed information, please see Terms of Reference attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please see Terms of Reference attached.

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) **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;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

**** 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.

Travel

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, lodging and terminal expenses shall be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Financial proposal form is attached to Letter of Confirmation of Interest and Availability.

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

Applications will be scored as per the following breakdown

- Bachelor Degree in relevant subject: 5 points
- Minimum of 15 years of relevant experience : 20points
- At least two years experience working in Rakhine State: 10 points
- Relevant experience working with the UN, national authorities or key stakeholders: 10 points
- Proven, already-established relationships with key contacts: 10 points
- Previous experience working providing high level analysis: 15 points

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