

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2022/UNDP-MMR/PN/062

Date: 13 July 2022

Country: Myanmar

Description of the assignment: National Consultant on Disaster Risk Reduction (DRR) Mainstreaming Specialist

Duty Station: Yangon with travels to project locations

Period of assignment/services: August 2022 – January 2023

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **Wednesday 17:00 (Myanmar Time), 27 July 2022**. Email submission should state procurement notice number (2022/UNDP-MMR/PN/062) 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, [5] days before the deadline for submission of proposal. 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

UNDP's Enabling Community Recovery and Resilience (ENCORE) project aims to build the resilience of the most vulnerable and disfranchised rural communities in 52 townships across 11 States/Regions across Myanmar with a view to long term sustainability and development of the country.

The ENCORE project focusses primarily on the demand side of the rural communities by utilizing CSO/CBO formation, participatory planning and management processes for implementing small scale interventions in addressing community vulnerabilities through meeting basic needs, developing climate resilient infrastructure, enhancing renewable energy, and livelihoods. The vulnerability of many of these communities to disaster and climate induced risks makes it imperative to build community resilience to natural disasters as an integral part of this effort. Therefore, disaster risk reduction and recovery is mainstreamed into several outputs of the ENCORE project while a major output is dedicated to providing vulnerable rural communities with the means to respond to their most urgent development needs in an inclusive, sustainable and environmentally friendly manner. Many activities in the ENCORE project will strengthen community-based disaster and climate risk management, preparedness, planning and capacity for community recovery. In addition, adaptation to the new context has reinforced the demand for disaster resilience-building as part of the broader effort of the Country Office (CO) to proactively build the resilience of communities to different risks and shocks.

UNDP Myanmar seeks to engage a national consultant to support the CO's efforts under the ENCORE project towards DRR mainstreaming and recovery implementation at national and sub-national levels building on the work initiated in the recent years. The national consultant will contribute to the overall CO

efforts to promote a disaster and environment risk informed approach to designing and implementing initiatives under its various projects.

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

For detailed information, please refer to Annex-1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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 at Annex- 3)
- b) **Personal CV or 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 at Annex- 4)
- 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;

Financial Proposal

**** Consultant/Contractor whose assignment require travel and who are over 62 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 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, 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

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

Education/Academic qualifications	10 points
Work experience	50 points
Experience working with UN agencies	20 points
Demonstrated experience and working relationships with local communities, I/NGOs, and civil society organizations	20 points

ANNEX

- **ANNEX 1- TERMS OF REFERENCES (TOR)**
- **ANNEX 2 -GENERAL CONDITIONS OF CONTRACT**
- **ANNEX 3 - P 11/CV for ICs**
- **ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**