INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2022/UNDP-MMR/PN/076

Country: Myanmar
Description of the assignment: M&E Expert for UNDP Myanmar Country Programme
Type of Contract: Individual Contract (International)
Duty Station: Home-based
Period of assignment/services: September 2022 – December 2022

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site http://jobs.undp.org) no later than 12 September 2022, 5:00 PM (COB, YANGON). Email submission should state procurement notice number (2022/UNDP-MMR/PN/076 – M&E Expert for UNDP Myanmar Country Programme) 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

After a decade of strong economic growth, recent political setbacks coupled with the impact of the global COVID-19 pandemic, threaten Myanmar’s chances of achieving the Sustainable Development Goals (SDGs). The dual context of the pandemic and political crisis has disrupted and rendered non-existent the minimal basic services that had been presented in these areas, while the security situation and job losses have perpetrated a human rights and humanitarian crisis.

Building resilience among the most vulnerable to future shocks—economic, health, conflict and climate induced—while addressing immediate needs is at the heart of the humanitarian-development-peace nexus approach that underpins the new UNDP strategy in Myanmar. The review of the Country Programme Document (CPD) 2018-2022 has reinforced the need for a strategic pivot to a Community First Programme (CFP) to meet the basic needs of the most vulnerable populations and to foster resilience to current and future shocks. To address the multiple forms of vulnerability that local communities in
Myanmar are currently facing, UNDP has developed an integrated Community First Programme portfolio that is comprised of 2 strategic units, 3 projects with an area-based focus and 3 crosscutting. Applying the Triple A approach (Anticipate, Adapt and be Agile), the Rural Communities’ Basic Needs Project, the Urban Resilience Project, the Rakhine Triple Nexus Project, the Civil Society Project, the Private Sector Partnerships Project, and the Digital Democracy Project have developed under Community First Programme which is linked to the following CPD outcome.

Outcome Area 2 - Planet and prosperity: Promoting inclusive, resilient and sustainable development and environmental management.

All UNDP programme is linked with the UNDP Strategic Plan (SP) at outcome and output levels and results have to be reported through the set IRRF indicators. The new SP for 2022-2025 has been launched and the Country programme and CFP Pogramme has to be linked with applicable SP Outcome, Output and IRRF indicators.

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

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 Points] x [USD lowest] / [USD other] = points for other proposer’s fees.

**Technical Criteria for Evaluation (Maximum 70 points)**

- At least a Master’s degree in the field of Social Sciences, Economics or public-sector management or similar: 10 points
- Minimum of ten (10) years of progressive experience in programme development, management and evaluation, with experience in management of complex multi-sector/multi-component/multi-donor programmes (10 points)
- Minimum seven (7) years of experience with designing and developing M&E frameworks (10 points)
- Experience in designing innovative M&E dashboards and cutting-edge/new technologies in data collection (10 points)
- Experience in developing cascading monitoring and evaluation systems. (10 points)
- Solid technical knowledge in the design and development of M&E frameworks following RBM guidelines. (10 points)
- Good computer literacy – MS office applications, web-based management information systems (10 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**