

Invitation to bid (ITB) for goods

**Participatory Reflection and Action
(PRA) Services for LIFT Fund-UNOPS
Myanmar**

ITB No MYA/15/MMOH/ITB-LNCB/0005

Section 1: Bid data Sheet

Date of issuance	Friday, 15 May 2015
Project	Livelihoods and Food Security Trust Fund (LIFT)
Email Id for Clarifications (not to be used for bid submission)	kyawsanw@unops.org
Pre-bid conference	N/A
Requests for clarifications due	Date: Wednesday, 20 May 2015 Time:(12:00Hrs, Yangon Time (GMT+6:30)
UNOPS clarifications to bidders due	Date: Thursday, 21 May 2015 Time: (17:00 Hrs, Yangon Time (GMT+6:30)
Email Id for electronic bids submission. (only this email Id shall be used for bid submission)	bids.ssmmoc@unops.org
Place of Receiving Bids, being submitted by hand	Procurement Unit, Support Services UNOPS Office, No. 12(O), Pyithu Lane, 7 Mile, Mayangone Township, Yangon, Myanmar
Last Date, Time and Place of Receiving of Bids	Date: Monday, 25 May 2015 Time: 12:00Hrs, Yangon Time (GMT+6:30)
Date, Time and Place of Bid Opening	Date: Monday, 25 May 2015 Time: 15:00Hrs, Yangon Time (GMT+6:30) Place: UNOPS Office, Yangon
[All times shown are as per the Myanmar Standard Time (MST) -GMT+ 6:30 hrs]	

Section 2: ITB letter

1. UNOPS is the Fund Manager for the Livelihoods and Food Security Trust Fund (LIFT) in Myanmar. LIFT is a multi-donor fund (2010 – 2018) with the overall aim of reducing by half the number of people living in poverty. It is driven by the conviction that pooling donor resources enables programme coherence and leads to greater impact. The Donor Consortium of LIFT comprises Australia, Denmark, the European Union, France, Ireland, the Netherlands, New Zealand, Sweden, Switzerland, the United Kingdom and the United States. From the private sector, the Mitsubishi Corporation is also a donor.

LIFT's purpose is to increase livelihoods' resilience and nutrition of poor people in Myanmar by focussing on interventions that increase income, food availability, utilization and stability of access to food. LIFT is implemented through a variety of local implementing partners.

2. UNOPS plans to procure the service for **Participatory Reflection and Action (PRA) services for a pilot phase of village development planning in Myanmar** as defined in accordance with these documents. UNOPS now invites sealed bids from qualified Bidders for providing the requirements as defined in the UNOPS specification attached hereto. Bids must be received by UNOPS by mail or email at the address specified not later than **12:00Hrs**, (Myanmar Standard Time - GMT+6:30 hrs.) on **25 May 2015**.
3. This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances and can be accessed by following the below link. For clarification on specific issues or to learn more details about procurement at UNOPS bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.
<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>
4. This UNOPS ITB consists of six sections and a series of annexes which will be completed by Bidders and returned with their Bid :

Sections:

ITB section 1:	Bid Data Sheet
ITB section 2:	ITB Letter (this document)
ITB section 3:	Instructions to Bidders
ITB section 4:	UNOPS Technical Specifications
ITB Section 5:	UNOPS General Conditions for Services
ITB Section 6:	Special Conditions for Services

Annexes:

Annex A-	Bid / No Bid Confirmation Form(Not required)
Annex B-	Check List Form
Annex C1,2,3	Bid Submission, Technical and Price Schedule Offer Form
Annex D-	UNGM Vendor Registration Form



Interested Bidders may obtain further information by contacting this email address:
kyawsanw@unops.org

Pre-cleared by:

A handwritten signature in blue ink, appearing to read "Jan Klever", written over a horizontal line.

Jan Philip Klever
Programme Support Officer
UNOPS, Myanmar

Date: 15/5/15

Approved by:

A handwritten signature in black ink, appearing to read "Sanjay Mathur", written over a horizontal line.

Sanjay Mathur
Director & Representative
UNOPS, Myanmar

Date: 15/05/2015

Section 3: Instructions to bidders

1. Introduction

- 1.1. UNOPS means the United Nations Office for Project Services, (12/O, Pyithu Lane, 7th Mile, Mayangone Township, Yangon, Myanmar), with offices located in more than 80 countries worldwide.

All communications regarding this ITB must be directed only to UNOPS, by email to bids.ssmmoc@unops.org to the attention of Kyaw San Win, Procurement Assistant. Bidders must not communicate with any other personnel of UNOPS regarding this ITB.

2. Pre-Qualification and Eligibility Requirement

2.1 Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this invitation to bid.

2.2 Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS or any other UN agency on their website. Bidders must meet the eligibility criteria as published on the UNOPS website.

2.3 All suppliers are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

The bidder must have the required and relevant experience and financial and production capability necessary, to perform the contract as specified in the UNOPS technical specifications/statement of work (section 4 of this ITB)

2.4 Bidders may be disqualified, if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures etc.

3. Cost of bid

3.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid. UNOPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

4. Content of solicitation documents

4.1 The services and goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in Section 2, ITB Letter.

4.2 Bids must offer services and goods for the total requirement, unless otherwise permitted in the solicitation document. Bids offering only part of the service may be rejected unless permitted otherwise in the solicitation document. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to furnish all information required by these documents or submission of a bid that does not comply with these documents will be at the bidder's risk and may affect the evaluation of the bid.

5. Clarification of solicitation documents

- 5.1 A prospective bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing or email address indicated in the ITB by the specified date and time. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on section 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the solicitation documents.
- 5.2 If the ITB has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS website and UNGM.

6 Amendments of solicitation documents

- 6.1 At any time prior to the deadline for submission of Bids, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the solicitation documents by amendment.
- 6.2 All prospective Bidders that have received the solicitation documents will be notified in writing of all amendments to the solicitation documents. For open competitions, all amendments will also be posted on the UNOPS website in the tender notice.
- 6.3 In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, UNOPS may, at its discretion, extend the deadline for the submission of Bid. UNOPS may, at its discretion, cancel the requirement in part or in whole.

7 Language of bids

The bids prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and UNOPS, shall be written in English Language. Supporting documents and printed literature furnished by the Bidder may be in another language, provided they are accompanied by an appropriate translation of all relevant passages in English language.

In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

8 Documents comprising the bid

- 8.1 Bidders shall not submit more than one bid per bidder in this ITB process, with the exception of alternative offers if so permitted in this ITB.
- 8.2 **As a minimum, Bidders shall complete and return the below listed documents as an integral part of their Bid. Bidders may add additional documentation to their Bids as they deem appropriate.**
- a. **Check List Form (Annex B hereto)**
 - b. **Technical and Price Schedule Offer Form Completed (Annex C hereto)**
 - c. **UNGM Vendor Registration (Annex D hereto)**

Failure to complete and return the above listed documents as part of the Bid may result in Bid rejection, if it leads to material deviation.

- 8.3 Bidders are advised to complete and return Annex A, the Bid / No Bid Confirmation Form prior to the submission deadline indicating whether they do or do not intend to Bid. If after assessing this opportunity you have made the determination not to submit your Bid we would appreciate if you could return this form indicating your reasons for non-participation.

9 Bid prices

9.1 The bidder shall indicate on the appropriate bid price sheet contained in these solicitation documents the prices of the services/goods it proposes to supply under the contract.

9.2 Fixed Price: Prices quoted by the bidder shall be fixed during the bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 24.

9.3 Alternate bids will not be acceptable. Alternative bids will not be accepted. In the event of a supplier submitting more than one bid:

All bids marked alternative bids will be rejected and only the basic bid will be evaluated

All bids will be rejected if no indication is provided as to which bids are alternative bids

10 Bid currencies

10.1 All prices shall be quoted in Myanmar Kyats (MMK).

10.2 UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (clause 18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of ITB deadline as stated in the ITB letter shall apply.

10.3 Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

11 Bid security- "DOES NOT APPLY TO THIS ITB"

12 Period of validity of bids

12.1 Bids shall remain valid for Sixty (60) days after the deadline of Bid submission prescribed by UNOPS, pursuant to the deadline clause. A Bid valid for a shorter period shall be rejected.

12.2 In exceptional circumstances, UNOPS may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security.

13 Format and signing of bids

13.1 The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.

13.2 A Bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.

14 Sealing, marking and submission of bids

14.1 Submission by Hand or ordinary mail shall be as below:

- A. The bidder shall seal the bid in an envelope.
- B. The envelope should be marked with ITB (MYA/15/MMOH/ITB/0005) and also bear the name and address of the bidder.
- C. be addressed as follows for mailing or Hand deliveries:
UNOPS Myanmar Yangon,
Attention: Bid opening Panel
12(O) Pyi Thu Street
7 Mile, Mayangone Township, Yangon, Myanmar
- D. If the envelope is not sealed and marked as per the instructions in this clause, UNOPS does not assume responsibility for the Bid's misplacement or premature opening.

14.2 Bidder shall have the option to submit bid electronically as per below procedure:

- A. **Bids can ONLY be sent to the secure e-mail (bids.ssmmoc@unops.org). Bids sent or copied to any other email address will be declared invalid. Bids sent via the correct route after having been sent incorrectly will be declared invalid.**
- B. Any e-mail should have the subject line ITB-(MYA/15/MMOH/ITB/0005) and in the email body be addressed as follows:

UNOPS Myanmar Yangon,
Attention: Bid opening Panel
- C. The receipt time stamp shall be the date and time when the submission has been received in the above dedicated UNOPS inbox.
- D. Send only the duly completed Bidding Documents to the secure email address. Do not send other large documents by email such as commercial brochures as these documents should accompany the **original hard copy of your Bid, which must be received within five (5) business days from the Bid Receipt deadline;**
- E. If the size of the email is likely to exceed 15 MB, please send the required Bidding Documents via multiple emails and indicate the email number (email 1, email 2, etc.) in the subject field of each email;

- F. UNOPS shall not be responsible for any delays caused by network problems etc. It is the sole responsibility of Bidders to ensure that their Bid is received by UNOPS in the dedicated inbox on or before the prescribed tender deadline.

15 Deadline for submission of bids

- 15.1 Bids must be received by UNOPS at the E-mail address / office address specified under clause Sealing and Marking of Bids not later than **12:00Hrs, Yangon Time (GMT+6:30) on 25 May 2015**. All Bids will be opened shortly thereafter.
- 15.2 UNOPS may, at its discretion, extend this deadline for the submission of Bids by amending the solicitation documents in accordance with clause Amendment of solicitation documents, in which case all rights and obligations of UNOPS and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16 Late bid

Any Bids received by UNOPS after the deadline for submission of Bids prescribed by UNOPS, pursuant to clause 15- Deadline for Submission of Bids, will be rejected and returned unopened to the Bidder.

17 Modification and withdrawal of bids

- 17.1 The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification or withdrawal is received by UNOPS prior to the deadline prescribed for submission of Bids.
- 17.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the clause Deadline for Submission of Bids.
- 17.3 No Bid may be modified subsequent to the deadline for submission of Bids. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity.

18 Clarification of bids

- 18.1 To assist in the examination, evaluation and comparison of Bids, UNOPS may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNOPS Procurement Manual 8.9 Discussions with vendors.

19 Preliminary Screening

- 19.1 UNOPS will examine the Bids to determine their formal compliance with ITB i.e. whether they are complete, the required sureties have been furnished, the documents have been properly signed, the Bids are generally in order, offer covers the requirement in full, acceptance of all terms and conditions of the solicitation document, and there are no computational errors in the Price Schedule etc.

19.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

19.3 The Purchaser may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

Offers containing material deviations to the formal compliance criteria will be declared non-responsive and be rejected.

20 Determination of compliance

20.1 Compliance refers to whether or not the bid substantially meets the quantitatively and qualitatively defined criteria as per the requirements and other qualification criteria as stated in the solicitation documents. If the offer complies with all the criteria specified in the solicitation documents such as pre-qualification and eligibility requirements, the offer is deemed substantially compliant.

21 Evaluation steps

21.1 All bids found substantially compliant with the formal criteria under 19.1 Preliminary Screening, will go through subsequent evaluation as follows:

- a. Pre-qualification and eligibility criteria as outlined in the UNOPS technical specifications as contained in this ITB are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria will be evaluated further.
- b. Technical evaluation will be conducted to establish substantial compliance. When the specifications of the item/s quoted vary in one or more significant aspect/s from the minimum required technical specifications, the bid will not be considered substantially compliant and will not be evaluated further.
- c. The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNOPS.

21.2 The Purchaser's evaluation of a bid will exclude and not take into account the taxes and duties to be paid in the importing country.

22 Award criteria

22.1 Bidders must meet all the mandatory business criteria outlined in clause 2 of this section and/or Annex C UNOPS technical specification. The qualifications will be evaluated by UNOPS and bidders determined to have met all mandatory requirements will be considered for award.

22.2 UNOPS will award the contract to the to the responsible contractor whose bid substantially conforms to the requirements set forth in the solicitation documents and offers the lowest overall cost to UNOPS.

22.3 UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer.

22.4 UNOPS reserves the right to accept or reject any Bid, and to annul the solicitation process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for UNOPS action.

23 UNOPS right to vary quantities at time of award

23.1 At the time the contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4, UNOPS requirement and Technical specifications, provided this does not exceed 20% of the quantity specified in Section 4, and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

24 Notification of award

24.1 Prior to the expiration of the period of Bid validity, UNOPS will notify the successful Bidder in writing by E-mail or letter, that its Bid has been accepted. The notifications of award will constitute the formation of the contract.

24.2 Upon the successful Bidder's furnishing of the signed Contract Form and performance security, UNOPS will promptly notify each unsuccessful Bidder and will discharge its bid security.

24.3 After publication of the award, unsuccessful bidders may request in writing to the UNOPS for a debriefing seeking explanations on the grounds on which their bids were not selected. UNOPS shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.

25 Signing of contract

25.1 At the same time as UNOPS notifies a successful Bidder that its Bid has been accepted, UNOPS shall send the successful Bidder the Purchase Order along with all contractual documents which will constitute the Contract, incorporating all agreements between the parties. In the event of an order the UNOPS General Conditions for Contract for Goods and Special Conditions for Contract will apply.

25.2 Within 7 days of receipt of the Contract (Purchase Order), the successful bidder shall sign and date the PO/Contract and return it to the Purchaser.

26 Performance Security

26.1 Performance security shall **not be required**.

Section 4: UNOPS Technical specifications

TERMS OF REFERENCE (TOR)

TITLE: Participatory Reflection and Action (PRA) services for a pilot phase of village development planning in Myanmar, Support to the Department of Rural Development.

1. General Background of LIFT

UNOPS is the Fund Manager for the Livelihoods and Food Security Trust Fund (LIFT) in Myanmar. LIFT is a multi-donor fund (2010 – 2018) with the overall aim of reducing by half the number of people living in poverty. It is driven by the conviction that pooling donor resources enables programme coherence and leads to greater impact. The Donor Consortium of LIFT comprises Australia, Denmark, the European Union, France, Ireland, the Netherlands, New Zealand, Sweden, Switzerland, the United Kingdom and the United States. From the private sector, the Mitsubishi Corporation is also a donor.

LIFT's purpose is to increase livelihoods' resilience and nutrition of poor people in Myanmar by focussing on interventions that increase income, food availability, utilization and stability of access to food. LIFT is implemented through a variety of local implementing partners.

2. Background of assignment

Community-based participatory planning and development at the village level has been promoted in Myanmar since 1994. Since then, a substantial number of local and international agencies have used a variety of methods and approaches of community mobilisation and participatory community development.

Indeed, the country now has a wealth of experience in organising community mobilisation and participatory planning at the village level. Through project experience, various agencies have developed tested methods, approaches, tools and instruments of participatory village community planning and organised implementation, monitoring and evaluation of the village plans.

The Department of Rural Development (DRD) of the Ministry of Livestock, Fisheries and Rural Development is in the process of leveraging this accumulated in-country experience in participatory village planning to develop a national approach or model that could be feasibly rolled out in all 63,899 villages under programme administration of the country's 305 rural townships in the shortest possible time in a cost effective manner.

The first phase of this work is developing a national approach for participatory village planning, testing and firmly establishing a national model, which will be piloted in a wide variety of settings. A draft approach for participatory village development planning has been developed by the DRD and two sample village development plans (VDP) of two villages in Pinyin township have been developed.

The DRD has plans to extend the pilot exercise (of village development planning) to additional 168 villages in 34 townships covering all 14 states and regions of the country and the Nay Pyi Taw Union Territory.

To accomplish this task, DRD needs to develop its technical and coordination capacity at both union and township level. Therefore, concurrently with the village planning pilot exercise, DRD will develop its internal capacity in the following areas:

- coordination with other government agencies and management of the village planning process at the township level;
- institutional mechanisms and arrangements for mobilising participation of private sector, NGOs, other development agencies and CSOs at the township level;
- managing technical services of local and international organisations for conducting participatory planning and applying technical guidelines, tools and instruments for participatory village planning.

LIFT is supporting the Department of Rural Development (DRD) in developing this national model/approach for village development planning and related capacity building at all levels. The DRD has set up a Task Force for VDP, supported by LIFT, to coordinate and supervise development and implementation of the national village planning process.

The pilot phase of the 168 villages will be carried out under overall supervision of the DRD Task Force. It requires additional support from short-term experts in development planning and facilitators of Participatory Reflection and Action to carry out the planning exercises in the identified villages.

3. Objective of assignment

The DRD has requested UNOPS/LIFT for support to accelerate and ensure the full-scale development of the 170 Village development plans that have been agreed for the pilot phase.

As part of this support, UNOPS/LIFT now seeks the services of organizations which are able to provide experienced staff in participatory planning methodologies in the rural context.

The selected staff will be engaged as “**Facilitators of Participatory Reflection and Action**” (PRA) to help DRD with the pilot exercise of the national approach for participatory village planning. The DRD requires a total of 34 facilitators, who will be working in teams of 2 (e.g. 17 teams). The pilot planning phase exercise will be carried out from June - September 2015.

The PRA Facilitators must have direct experience of mobilising village communities using a family of PRA tools to generate information for village planning. They will undergo training in DRD and will work in close collaboration with the development planners who will be responsible for data collection, data analysis and drafting of the village development plans.

4. Specific tasks and estimated duration of work for each PRA Facilitator

Each PRA Facilitator, working in a two-member PRA team, will be expected to cover 10 villages in 2 townships and will be responsible for the following tasks:

- Work under the direct supervision of a Development Planner (supervisor) who will certify the quality of the work delivered by a PRA Facilitator.
- Together with Development Planner (supervisor) orient and assist government staff who will be assigned by the township departments to reach out to village communities to help them conduct the PRA process for participatory development planning, using the Guidelines on Village Development Planning Process – Myanmar, developed by the DRD.
- Attend training (3 - 4 days) in Nay Pyi Taw on: (i) the national approach and methodology for participatory village planning; (ii) PRA methodology and tools used in village planning for empowering village community, (iii) collection and collation of the data and information generated through the PRA process, (iv) analysis of the planning data tables together with notes taken while conducting the PRA exercise.
- Provide orientation training for township planning teams (TPT) on: (i) the national approach and methodology for participatory village planning, (ii) PRA methodology and tools used in village planning for empowering village community, and (iii) collection and analysis of the data and information for village development planning using the Guidelines developed by DRD.
- Assist TPTs in carrying out conducting PRA in the ten villages in two townships to be covered by a PRA Facilitator (working in a two-member PRA Facilitator team).
- Complete data tables with data and information generated through PRA progress as well as from other relevant data source.
- Upon completion of PRA in each village, complete and check consistency of all data tables together with analysis of the information.
- Consult with Development Planner (supervisor) to finalize the above work and have it approved by the supervisor.
- Assist Development Planner with any further information and insights based on the field work.

5. Timeline

The period of the PRA work is planned for June to September 2015 (4 months), approximately. The PRA Facilitators will be assigned their area of activity as per the work plan that will be developed in cooperation with the Technical Assistance Team in DRD (also supported by LIFT). Once all the data is collected from the villages, the PRA Facilitator will work with the Development Planner at the township to analyse the data and draft a full-scale Village Development Plan of each village.

The estimated time needed to accomplish PRA and draft village development plans of 168 villages is outlined in the table below.

	Task	June	July	Aug.	Sep.	Total no. of days
1	Selection of organisations and contracting					
2	Training in NPT including travel days (organised by Task force, participation by PRA experts)	6 days				6 days
3	Orientation training at Townships including travel between NPT to township one and township two (organised by Task force with participation of PRA Facilitators)	4 days	4 days			8 days
4	PRA exercises (approx.. 10 villages; 4 days per village including 1 day travel between village to village)	12 days	18 days	10 days		40 days
5	Collecting data and information from secondary sources	2 days	2 days	1 day		5 days
6	Collate and analyse PRA generated data and information at both Township and village locations (10 villages (5 villages per township) times 2 days per village)	1 day	2 days	11 days	6 days	20 days
7	Contingency				9 days	9 days
	Total per month	25 days	26 days	22 days	15 days	88 days

The organisation will be providing services for the tasks outlined above (# 2 to 6)

A PRA Facilitator will be assigned to cover 10 villages in 2 townships (5 villages per township). He/she will be required to work approximately 88 days including allocation of 9 contingency days, amounting to approximately 4 calendar months. DRD management will allocate the villages to be covered by a PRA Facilitator on the basis of his/her qualification, language skills and experience in the township area, as well as experience of the organisation in the area.

a) Estimated input of a PRA Facilitator

PRA expert	Planning / Training	PRA input per village	PRA input per 10 villages	Total average work days for 10 villages including training/contingency, travel
<ul style="list-style-type: none"> Participate in a 3-day Training in Nay Pyi Taw on the national approach and methodology for participatory village planning developed by Department of 	3 days			6 days

PRA expert	Planning / Training	PRA input per village	PRA input per 10 villages	Total average work days for 10 villages including training/contingency, travel
Rural Development (DRD); PRA methodology and tools used in village planning for empowering village community and collection of required data and information for village development planning	3 days			
• Travel time for participation in training in NPT				
• Orientation training at two townships for township PRA team members	4 days			8 days
• Travel between 2 Townships and between NPT and Tsp and between Tsp and home base	4 days			
• Conduct PRA exercise in village: 4 days for a village including		3 days	30 days	40 days
• Travel time between village to village, covering 5 villages in each Township (and covering 10 villages in 2 Townships)		1 day	10 days	
• Collect data and information from secondary sources (0.5 day for 1 vill.)		0.5 day	5 days	5 days
• Collate, tabulate and analyse PRA generated data and information at both village and township locations		2 days	20 days	20 days
Total working days	7 days		79 days	79 days
Contingency workig days				9 days
Total working days				88 days
Grand total calendar days				120 days: 4 calendar months

Note:

Two PRA Facilitators will work in a team to provide technical support to township planning teams and carry out PRA exercise in 10 villages.

6. Deliverables expected of a PRA Facilitator

- (i) Training of township planning team for conducting PRA exercise with village community
- (ii) Planning data tables for 10 villages as specified in the Guidelines on the Village Development Planning Process – Myanmar.
- (iii) Development chain – from problem analysis to possible solution (development matrix) for 10 villages

(iv) List of prioritized projects identified by the villagers in each of the 10 villages

The above four outputs will be delivered by a PRA Facilitator in conjunction with another PRA Facilitator working in a team. Henceforth, teamwork will be crucial for effective delivery of the outputs.

7. Qualifications / requirements

PRA Facilitator

- PRA Facilitators will be expected to have a university degree.
- They will have at least five years of experience in village development and familiarity with and practical experience in using participatory tools such as participatory rural appraisal (or participatory reflection and action) processes and related tools.
- They will be expected to have excellent inter-personal skills as well as communication and facilitation skills particularly in community mobilization.
- They must have skills in application of basic Microsoft word and excel, basic understanding in English and fluency in Myanmar.

Qualifications / Experience of the Organization proposing staff

- Experience in the area of rural development.
- Registered in Myanmar.
- Proven experience in administration and logistic support in the field.
- Each organization will be expected to provide minimum 2 PRA Facilitators (which will constitute one team). Each PRA team will cover two townships (and 10 villages; 5 villages per township).

8. Evaluation criteria

The offers will be evaluated based on

- Response to the requirements (pass / fail)
- Experience of the organisation in the regional area
- Experience and qualification of the proposed staff
- Availability of the proposed staff

UNOPS will only select proposed staff who are responding to the qualification criteria and the requirements of the different regions and language requirements (example: This could mean that out of 4 proposed staff, only 2 are selected).

9. Financial offer

Fee for provided staff

UNOPS will pay a fixed daily fee of MMK 45,000 per working day (i.e. 22.25 working days per calendar month). This fee includes the salary and an administrative overhead for the organisation.

The PRA facilitator is expected to have his/her **own functional laptop** to write up the data and provide soft copies of the deliverables. This is also considered to be covered in the fee.

Fees will be paid based on actual days worked including travel days. Fees will be billed by the organisation and are payable to the organisation. The organisation will be responsible to arrange payment of travel reimbursements to their own staff.

Travel cost

Travel costs will be reimbursed based on actuals, with supported claims by the organisation on fixed amounts as follows:

Per diem cost for 39 planners and PRA experts to attend ToT training at Nay Pyi Taw	day	35,000
Travel cost for attending ToT training in Nay Pyi Taw	person	25,000
Travel cost within township	trip	10,000
Travel cost outside township to submit results to planner	trip	25,000
Per diem cost (calculated on nights spent) in outside township (i.e. outside duty station)	day	35,000
Per diem cost for village	day	5,000

10. Payment terms (within 30 days of receipt of invoice)

Payment will be done monthly, based on submission of attendance sheets, travel costs, and an invoice.

The Senior technical advisor of the DRD task force will be confirming satisfactory services to UNOPS/LIFT.

11. Responsibility:

UNOPS	Organisation	DRD/ TA team in DRD
Contracting with the organisation	Provide personnel as per the TOR for the entire duration of the contract	Develop work plan and assign the individual PRA expert
Contract management (payment, amendments as required)	Provide equipment to the personnel (laptop, stationery, other supplies as required)	Conduct training, provide training material and PRA material
	Organisation of travel for the personnel and payment of per diems	Coordinate the PRA exercises, supervision of the process
	Medical, life insurance and other social services and overhead	Report back to UNOPS and organisation on satisfactory / not satisfactory services of personnel
		Act as the overall coordinator, point of contact

12. Submission of offer

Organisations interested in submitting an offer are requested to submit the following documents:

1. Annex A: Bid / no bid submission form (fill in and sign off)
2. Annex C/1: Cover page (fill in and sign off)
3. Annex C/2: Financial offer (fill in and sign):
 - a. Includes the names of proposed staff, their availability and numbers of working days (e.g. as per the requirements, each team of two members would be required for 4 months, for up to 88 working days)
 - b. The fee proposed by LIFT is 45'000 MMK per day for worked days. This includes administrative fees and overheads. Travel will be reimbursed separately as clarified in the TOR.
 - c. Confirm that the personnel proposed has functional laptops to work with
 - d. Provide background of the organisation, regional activities, and reasons why suitable to provide these services
4. Annex C/3: Resumes of proposed staff
 - a. For each staff proposed, fill in one resume form
5. Annex D: UNGM vendor registration

Please read carefully the submission requirements (e.g. do not send to any other email address than the one indicated above = bids.ssmmoc@unops.org).

Clarifications can be obtained from UNOPS, Mr Kyaw San kyawsanw@unops.org



Section 5: UNOPS General Conditions

In the event of an order, the UNOPS General Conditions will apply. The conditions are available at: <https://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf> UNOPS General Conditions for Contracts for Professional Services”

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

If your company is unable to access the document, please send an email request to: kyawsanw@unops.org and the UNOPS General Conditions will be sent to you electronically.

Section 6: UNOPS Special Conditions for Services

Special Conditions for Services shall not be required.

ANNEX A**Invitation To Bid (Services)****Participatory Reflection and Action (PRA) Services for LIFT Fund-UNOPS
Myanmar****ITB No. MYA/15/MMOH/ITB-LNCB/0005****Bid / no bid confirmation form shall not be required**

ANNEX B

Invitation To Bid (Services)

Participatory Reflection and Action (PRA) Services for LIFT Fund-UNOPS Myanmar

ITB No. MYA/15/MMOH/ITB-LNCB/0005

Check list form

Bidders are requested to complete this form and return it as part of their Bid submission.

Activity	Yes/No/NA	Page No in your Bid	Remark
Have you duly completed all the Bidding Forms provided in the Instructions to Bidders?; i.e.:			
- Bid / No Bid Confirmation (Annex A)			
- ANNEX C/1 Bid Submission, Technical and Price Schedule Offer form Cover page			
- ANNEX C/2 Financial bid			
- ANNEX C/3 Resumes of proposed staff			
- UNGM Vendor Registration (Annex D)			
Have you provided the required information for qualification purposes as contained in ITB document 4: UNOPS Technical Specifications including:			
- Financial capability related documents			
- Experience and technical capacity related documents			
- All other documents required as per Technical Specifications.			

ANNEX C

Invitation To Bid (Services)

Participatory Reflection and Action (PRA) Services for LIFT Fund-UNOPS Myanmar

ITB No. MYA/15/MMOH/ITB-LNCB/0005

ANNEX C/1

Bid Submission, Technical and Price Schedule Offer form Cover page

Bidders are requested to complete this form and return it as part of their Bid submission.

This COVER PAGE, the SPECIFICATION FORM and the PRICE SCHEDULE FORM are an integral part of the BID SUBMISSION FORM Bidders are expected to return signed as part of their Bid. The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: (Insert date (as day, month and year) of bid submission)
ITB No.: (MYA/15/MMOH/ITB/0005)

To: Kyaw San Win, Procurement Assistant

We, the undersigned, declare that:

- a. We have examined and have no reservations to the Bidding documents, including Amendment No.: (Insert the number and issuing date of each Amendment);
- b. We offer to supply in conformity with the Bidding documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Terms of Reference (TOR) The total price of our Bid, excluding any discounts offered in item (d) below, is: (Insert the total Bid price in words and figures, indicating the various amounts and the respective currencies);
- c. The discounts offered and the methodology for their application are:
Discounts. If our Bid is accepted, the following discounts shall apply. (Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.)
Methodology of Application of the Discounts. The discounts shall be applied using the following method: (Specify in detail the method that shall be used to apply the discounts);
- d. Our Bid shall be valid for the period of time specified in Instructions to Bidders Sub-Clause 12, from the date fixed for the Bid submission deadline as set out in the Invitation To Bid Section 1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e. If our Bid is accepted, we commit to obtain a performance security in accordance with Instructions to Bidders Clause 26
- f. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- g. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- h. We embrace the principles of the [United Nations Supplier Code of Conduct](#) and adhere to the principles of the [United Nations Global Compact](#).

- i. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with Instructions to Bidders Sub-Clause 2, Eligibility;
- j. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- k. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded.

I, _____ (name of signing official), certify that I am _____ (position) of _____ (legal name of company); that by signing this ITB for and on behalf of _____ (legal name of company) I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

(Signature)

(Name)

(Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel. no: _____ Fax no: _____

Email address: _____

Are you a UNOPS registered vendor? Yes No If yes, provide vendor number: _____

Annex C/2 – Financial bid

Bidders to submit their financial bid by completing the price schedules.

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

CONTRACTOR AGREES TO PROVIDE ALL SERVICES AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

1. Personnel

<i>Name(s) of personnel (*)</i> <i>(a)</i>	<i>Available from date to date</i> <i>(b)</i>	<i>Number of days</i> <i>(c)</i>	<i>Daily fee</i> <i>(d)</i>	<i>Total (e) = (c)x(d)</i>
			<i>See Terms of Reference, paragraph 9</i>	
<i>Add more lines as required</i>				
	GRAND TOTAL			

(*) include CVs / resumes for all proposed personnel in Annex-C3 as shown below.

2. Confirmation: each proposed personnel has a functional laptop

yes No

3. Bidder's total price (Price & Currency): _____

4. Requested offer validity period from date of offer submission: 60 Days

5. The Services offered are in accordance with the requirements in the Terms of reference

yes no

6. Payment Terms: UNOPS will effect payment within 30 days after satisfactory completion of the service.

7. ANY DEVIATION MUST BE LISTED BELOW:

Date

Authorized Signature

Annex C/3 Resumes of proposed staff

Format of resume for proposed staff (please provide separately for each of them)

Name of Staff: _____

Title: _____

Years with Organisation: _____ /Nationality: _____

1. Education/Qualifications:

- University attended:
- Degree:
- Other relevant professional qualifications:

2. Employment Record/Experience

Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.

3. Specific experience in participatory planning

4. Geographical area of experience

5. Languages spoken

(e.g. Myanmar, Shan, Kachin etc)

6. Dates of availability:

Please specify from when to when this staff will be available

I, the undersigned, certify to the best of my knowledge and belief, this bio-data is accurate.

Signature of the personnel being proposed for the assignment

Date (Day/Month/Year)

Signature of organisation representative

Date (Day/Month/Year)

ANNEX D**Invitation To Bid (Services)****Participatory Reflection and Action (PRA) Services for LIFT Fund-UNOPS
Myanmar****ITB No. MYA/15/MMOH/ITB-LNCB/0005****UNGM vendor registration form**

As part of the bid, it is desired that the Bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the Bidder is already registered with UNGM, please provide your UNGM registration number (_____). Please ensure that your firm's information on UNGM is current.

The Bidder may still bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.

All suppliers are required to adhere to the principles of the [United Nations Supplier Code of Conduct](#). UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and strongly encourages them to subscribe to it.



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