
EUROPEAN FOREST INSTITUTE

TENDER SPECIFICATIONS

PROCUREMENT REFERENCE NUMBER 01-15.2-2022-SIDA

National Coordinator to wood based MSMEs in Myanmar

1. TERMS OF REFERENCE

1.1 Background

Micro, small, and medium enterprises (MSMEs) in the Mekong region, in particular micro- and small-scale processors, are often poorly organized and lack specialized training to improve their practices, grow sustainably and fully comply with all relevant laws and regulations. Traceability of timber used, access to legal timber, access to finance, sustainable forest management, business administration and development are some of the key challenges faced by MSMEs in the region.

The European Forest Institute (EFI) has been testing approaches to enable forest- and timber-based MSMEs to operate legally and sustainably since 2015. In Myanmar, EFI started a pilot project in late 2019. The pilot supported 15 informal furniture makers to improve their practices and formally register their businesses with local authorities to access loans and raw materials. EFI worked with a local partner and collaborated with the Wood-Based Furniture Association (WBFA) and the Myanmar Arts and Craft Association (MACA) to support the furniture makers. The pilot also surveyed some 200 MSMEs nationwide to better understand the impact of the COVID-19 pandemic on their operations. The briefing paper COVID-19 Impacts on Wood-Based MSMEs in Myanmar was published to raise awareness about the situation and recommend measures to support the affected businesses.

The political events that unfolded following the 1st of February 2021 military coup had significant repercussions on the pilot as all activities stopped. With this tender, EFI is seeking a national MSME coordinator to restart the pilot under a new focus that extends it to other areas, promotes women's economic empowerment and targets tree growers as a new group of beneficiaries.

1.2 Objectives

The primary objective of this tender is broadening the pilot and contributing to legal supply chains engaging MSMEs in Myanmar.

Related objectives are:

- Improved business practices and women's economic empowerment among MSMEs.
- Improved capacity of two industry associations to support MSMEs.
- Improved legal compliance in supply chains for timber products from tree growers to processors and domestic markets.
- Improved awareness about gender equality among MSMEs and industry associations.

1.3 Scope and tasks

The national MSME coordinator will contribute to the SIDA funded work of EFI in Myanmar by carrying out the following tasks:

- Identify at least 8 micro and small handicraft and furniture makers in Yangon, Bago and/or other areas such as Mandalay and Ayeyarwady in cooperation with the two associations WBFA and MACA. Test tools and methods for improving their technical and management capacity.
- Advance women's economic empowerment in the forest sector by coaching at least 3 women-led businesses and organising trainings tailored to women's needs within MSMEs.
- Build the capacity of WBFA and MACA in Yangon, Bago and/or other areas such as Mandalay and Ayeyarwady so that the associations have the tools, knowledge and skills to support MSMEs in their region in the long-term:

- Improve the organizational capacity of the associations.
- Improve the training and facilitation skills of associations and involve them in training the MSMEs so they can become the future trainers.
- Raise awareness about gender equality in the associations, empower women's leadership within the associations and encourage the development of support systems for women-led businesses.
- Identify smallholder tree growers with formal land tenure that can supply legal timber to micro and small handicraft and furniture makers in Yangon, Bago and/or other areas such as Mandalay and Ayeyarwady.
- Conduct a needs assessment among the tree growers. Based on the assessment, conduct trainings to improve the tree growers' capacity to market their products. Establish connections between the tree growers, the handicraft and furniture makers and the retailers.
- Develop a manual on financial management training for smallholders.
- Work closely with EFI's private sector experts in Kuala Lumpur to analyse lessons learnt from pilots for sharing them regionally and internationally.

1.4 Timetable and reporting

The indicative start of the contract is February 2022 with a duration of 22 months, up to 160 working days. The national MSME coordinator shall be based in Myanmar, preferably Yangon with engagement and travel to the pilot sites.

The national MSME coordinator will have available a "work plan budget" to cover costs related to domestic travel, costs of meetings and workshops, and all expenses associated to trainings and coaching for a maximum of 15,000 Euro. This provision is already integrated to the financial template.

All travel needs to be approved by EFI prior to departure. The national MSME coordinator will prepare within four weeks after the signing of the contract, and every six months thereafter, a detailed work plan estimating the number of workdays and the missions during that period.

The national MSME coordinator will regularly report on progress related to above listed tasks by email/skype/personal meetings/videoconferencing to the EFI's private sector experts based in Kuala Lumpur, Malaysia. The contractor prepares quarterly update reports on the implementation of this contract. A final report covering all interventions during the period of assignment shall be prepared by the end of the contract at the latest. All reports are to be produced in English and must be approved by EFI.

2. TENDER DOCUMENTATION

2.1. Administrative Documentation

The tender shall include the following documentation, properly filled out and signed:

- Cover letter (Annex 1)
- Identification form (Annex 2) including supporting documentation
- Bank identification form (Annex 2a)
- Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- Nomination of Experts form (Annex 4)
- Minimum criteria declaration (Annex 5)

The consortium agreement (Annex 6) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 6) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

2.2. Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria A.I. – A.II in section 3.1. and 3.2., the Tenderer shall submit a technical proposal consisting only of the following elements:

1) A nomination of the following Expert to carry out the tasks in the Terms of Reference:

- **one** national MSME coordinator

The Technical Proposal shall include CV of the nominated Expert.

The Tenderer shall be able to certify the information contained in the CV for the nominated Experts at EFI's request.

The CV shall have all the information as in the EuroPass CV
<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

The Tenderer can use the EuroPass CV template or its own CV template.

Optionally

- **one or more technical experts on business administration and forestry for training the MSMEs**

The Technical Proposal shall include CV's of the nominated Expert(s).

The Tenderer shall be able to certify the information contained in the CV's for the nominated Expert(s) at EFI's request.

2) A description of no more than three pages, **making reference to the Terms of Reference and the previous experience of the Expert** showcasing understanding of the aims and the context of the tasks and **addressing the following topics:**

- The situation of MSMEs (tree growers and timber processors) in Myanmar: challenges and capacity-building needs.

- The situation of women in Myanmar’s forest sector
- 3) A presentation** of no more than four pages on the Tenderer’s methodology for the assignment – building upon the Terms of Reference and the previous experience of the Experts – addressing the following elements under separate headings:
- Approach to improving business practices among MSMEs in Myanmar
 - Approach to promoting gender equality and women’s economic empowerment among MSMEs and industry associations
 - Approach to promoting the development of legal supply chains from tree growers to timber processors and markets
 - Analysis of risks and mitigation measures for the implementation of the service.

2.3. Financial Proposal

The Tenderer shall submit a financial proposal, which shall be completed by using the form in annex 7 and by following the instructions therein.

The full general conditions applicable to the payment of fees and per diem as well as the reimbursement of costs can be found in annex 8 (model contract).

3. EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

3.1. Minimum Criteria

The Expert nominated must meet the following criteria:

N°	Criteria description
M.I.	Expertise in natural resource management, forest products marketing and trade, business administration or related disciplines.
M.II.	Four (4) years' demonstrated experience engaging in timber supply chains, forest products marketing and trade, capacity-building on business administration, and related technical topics in the context of Myanmar.
M.III.	Demonstrated experience engaging MSMEs and industry associations in the wood processing sector and familiar with organisational development challenges of associations.
M.IV.	Understanding, speaking, and writing English and Myanmar language as demanded with respect to all tasks covered by the Terms of Reference. Preference for experts who are native speakers of Burmese.

Tenders not fulfilling the minimum criteria will be rejected.

3.2. Award Criteria

Tenders which fulfil the minimum criteria will be evaluated using the following award criteria:

A. Technical component (maximum 75 points)		
N°	Award criteria	Max points
A.I.	Understanding of:	
i.	The situation of MSMEs (tree growers and timber processors) in Myanmar: challenges and capacity-building needs.	15
ii.	The situation of women in Myanmar's forest sector	10
A.II.	Proposed methodology for the implementation of the tasks	
i.	Approach to improving business practices among MSMEs in Myanmar	15
ii.	Approach to promoting gender equality and women's economic empowerment among MSMEs and industry associations	10

iii.	Approach to promoting the development of legal supply chains from tree growers to timber processors and markets	15
iv.	Analysis of risks and mitigation measures for the implementation of the service.	10

The Technical component (TC) is calculated according to the following formula:

$$TC = A.I. + A.II.$$

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

B. Financial component (maximum 25 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 70,000 (including 15.000 of work plan budget) will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (Fmin / Fo) \times 25$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

C. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$\text{CS} = \text{TC} + \text{F}$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

ANNEXES

Annex 1	Cover letter
Annex 2	Identification form
Annex 2a	Bank identification form
Annex 3	Declaration on exclusion criteria and absence conflict of interest
Annex 4	Nomination of Experts form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract