

Call for Expression of Interest FNF/YGN/18/02

Consultancy Assignment

For

The Development of the 2019-2030 National Small and Medium Enterprise Development Master Plan for Myanmar

Summary

The Friedrich Naumann Foundation (FNF) seek to hire a resource person to provide expertise and services in the development of the 2019-2030 National SME Development Master Plan for the Union of Republic of Myanmar.

Background and Rationale

The Friedrich Naumann Foundation (FNF) is a German liberal foundation that promotes rule of law, human rights and economic freedom in Germany and in more than 650 countries around the world. Under its economic freedom programme, the Foundation partners with the Department of Small and Medium Enterprise Development of the Ministry of Industry to promote the capacity development of SMEs as well as government officials of the SME Development Centers. In addition, FNF has supported the drafting of the SME Law, Policy and By-law and SME development strategies for States and Regions such as Chin State, Magway and Ayeyarwaddy Regions.

Purpose

The overall purpose of this project is to develop the (2019 – 2030) National SME Development Master Plan by collecting the inputs from the 2 days workshop which will

be organized in a participatory style. The role of the international expert will be to conduct a desk-study before the workshop, listen to the inputs from the participants during the workshop and finalize the Master Plan. The SME Master Plan aims to address key issues and challenges, improve competitiveness of Myanmar SMEs and accelerate the development of SMEs in Myanmar.

Tasks

It is required for consultant to accomplish the following tasks:

- To analysis the situation with regard to current SMEs and related issues and challenges and other development plans in Myanmar related to SMEs.
- To make all necessary preparations including a literature review and to develop tools to collect inputs from the participants for developing the 2019-2030 National SME Development Master Plan and send presentations of the findings of the desk research to FNF Myanmar before the workshop.
- To communicate with the participants who are government officials, Members of Parliament, private sector representatives and other relevant stakeholders during the 2 days workshop on **29th March ~ 30th March 2018**.
- To present current SMEs in Myanmar and discuss with participants to define main issues and challenges to develop framework, monitoring system, sustainable practices and successful models to add in Master Plan on workshop day 1.
- To compile and present a first draft of master plan to the participants to discuss and comments to draft a master plan during day 2 of the workshop together with participants.

- To discuss with Ministry of Industry and other key stakeholders on finding and inputs from Nay Pyi Taw workshop to finalize master plan during one day validating workshop in Yangon on **27 April 2018**.
- To finalize the SME Development Master Plan after getting follow up comments and inputs from the Ministry of Industry and, other stakeholders and FNF Myanmar.

Deliverables and Deadlines

The contractor is responsible to prepare the following deliverables on or prior to such deadlines specified below:

Part	Deliverables	Deadline for Deliverables
A.	Prepare a presentation about the results of the desk research to be send to FNF	22 March 2018
B.	Present the results of desk research to participants and collect inputs on Day 1 of the Workshop	29 March 2018
C.	Present draft master plan on Day 2 of Workshop in Nay Pyi Taw and collect further inputs	30 March 2018
D.	Validating workshop in Yangon on findings, inputs and comments from 1 st workshop	27 April 2018
E.	Finalizing National SME Master Plan	Within 2 weeks after receiving comments from the Ministry of Industry, other stakeholders (such as the SME Central Committee, SME Development Working Committee) and FNF Myanmar

Terms of Payment

- For the above-mentioned assignments, FNF will make payment as below of the total honorarium based on the contractor's proposal.
- The first 30% payment will be made upon the completion of the 2 days workshop in Nay Pyi Taw
- The second 40% payment will be made upon the submission of the draft SME Master Plan including the inputs from the workshop
- The final 30% payment will be made after submission of the finalized SME Master Plan for Myanmar after getting inputs from Ministry of Industry, other stakeholders and FNF Myanmar

All travel (economy class international air-ticket, local transportation for consultant who lives outside Myanmar) and accommodation and travel expenses to Nay Pyi Taw will be born by FNF. In case of reimbursement, all original receipts and travel documents must be submitted to FNF.

The Contractor is exclusively responsible for his/her obligations vis-à-vis Tax Authorities or any other Authority in any applicable jurisdiction regarding the payment of income tax, value added tax, local taxes or any other taxes/charges as well as regarding any social security obligations generated through this honorarium. It is understood between the two parties that the honorarium is a gross amount. The Contractor shall not claim any additional payment on account of any Value Added Tax or any other applicable sales tax from FNF. Furthermore, the agreed amount is subject to the deduction of withholding tax

or any other taxes/charges of a similar nature as may be applicable in any relevant jurisdictions.

All payments to the contractor shall be subject to the satisfactory completion of the Contractor's obligations under this Agreement as determined by FNF taking into account the project timelines, constraints and any other relevant circumstances.

Application

This assignment opens to international experts who have extensive experience in the field of SME development in the ASEAN region and Myanmar. Interested candidates are required to submit a proposal by **2 March 2018** with the following documents:

- Detailed CV
- Cover letter highlighting relevant experience to the assignment
- Suggested implementation schedule
- Detailed budget/ fees

Applications to: khinluttlatt.tun@fnst.org

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