

TERMS OF REFERENCE

Individual Contractor

1. Project Information

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|-------------------------|-------------------------------------------------|
| Assignment Title | Technical Consultant – Solar Panels |
| Organization | UNDP Cambodia |
| Post Level | Consultant, Individual Contract |
| Cluster/Project | Management Project |
| Duty Station | Home Based and Phnom Penh |
| Duration | 5 working days (including a trip to Phnom Penh) |

2. Background

Cambodia Country Office is moving to a new location, and is planning to install solar panels for the new office. Hence, the office is looking for a consultant, having experience in providing technical support on energy, particularly in renewable energy/solar, to develop specification, conduct desk review of bids, and provide quality assessment after the completion of the installation.

3. Scope of Work

Under this assignment, the consultant is expected to deliver the following outputs:

1. Preparing of specification (minimum 2 options provided) for solar panels based on UNDP office requirements;
2. Participating in the evaluation of bids through desk review;
3. Conducting a quality check/assessment of the equipment installed based on the specifications.

4. Expected Outputs and Deliverables

| Deliverables/Outputs | Estimated Duration to Complete | Mode of Communication | Target Due Dates | Review and Approvals Required |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <u>Deliverable 1:</u> Work plan to deliver the assignment. | 1 days | Email/Skype Call | 5 October 2017 | Reviewed by Administration Analyst and Approved by ACD-Operations. |
| <u>Deliverable 2:</u> Preparing of specifications for solar panels based on UNDP office requirements. | 2 days | Email/Skype Call | 7 October 2017 | |
| <u>Deliverable 3:</u> Participating in the evaluation of the bids. | 1 days | Desk Review/Skype Call | 17 October 2017 | |
| <u>Deliverable 4:</u> Conducting a quality check of the equipment installed based on the specifications. | 1 days | Missing to Cambodia | To be informed after the selection of the bidder (expected in December 2017) | |

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|----------------------------|--------|--|--|--|
| Total working days: | 5 days | | | |
|----------------------------|--------|--|--|--|

Due to the date of the office moving has been set and agreed, the consultant is required to strictly adhere to the Target Due Dated of each deliverable above.

While the number of days allocated for each output is fixed, the tentative schedule of the each of the deliverables above can be slightly adjusted (the adjustment is to be proposed by the Offeror). UNDP team is opened to possible changes in the approaches based on strong justification and rationale.

5. Institutional Arrangement

The assignment will be done under overall direct supervision of the Assistant Country Director-Operation, and working closely with the Administration Analyst.

Role of the consultant

- The consultant is responsible to provide his/her technical expertise to produce the expected outputs;
- The consultant shall cover all the related cost for his/her mission to Cambodia;
- The consultant shall report on and submit the above deliverables based on the indicated target due dates;
- The consultant needs to maintain effective communication with the UNDP focal points.

Role of UNDP focal person/team

- The UNDP Operation team will provide overall quality assurance for this consultancy;
- The Administration Analyst will review deliverables for payment release;
- The Administration Analyst will act as the focal person to interact with the consultant, to facilitate the building site visit (as deem necessary), to facilitate in the completion of each deliverable, and to ensure timely delivery of the indicated deliverables.

6. Duration of the Work

The consultant will work for **5** working days from 5 October to 31 December 2017. During the assignment, the consultant will be expected to undertake 1 mission to Cambodia. Each mission is anticipated to last 1 day (excluding travel time). The dates for the missions will be agreed upon between the consultant and UNDP in Cambodia.

The above mission plan (timeframe) could be further discussed and could be adjusted based on the discussion between the consultant and ACD-Operation.

7. Duty Station

This assignment is home-based and required to travel to Cambodia one (1) time for the quality check of the solar installed after the completion of the project. The communication will be done through email and SKYPE with the UNDP focal points.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the Basic Security in the Field (BSIF) training

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior

to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge. i

8. Minimum Qualifications of the Individual Contractor

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|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education: | <ul style="list-style-type: none"> Bachelor's Degree of Science, Engineering or related field |
| Experience: | <ul style="list-style-type: none"> At least 5 years experiences in providing technical support on energy, particularly in renewable energy; Familiar with energy issue in Cambodia or within the region; Familiar with the solar market/suppliers in Cambodia is an advantage. |
| Other Competency | <ul style="list-style-type: none"> Time management (in managing deliverables); Professionalism and courtesy; |
| Language Requirement: | Excellent written and oral English |

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.

| Technical Evaluation Criteria | Obtainable Score |
|---------------------------------------------------------------------------------------------------------------|------------------|
| Bachelor's Degree of Science, Engineering or related field | 10 |
| At least 5 years experiences in providing technical support on energy, particularly in renewable energy/solar | 40 |
| Familiar with energy issue in Cambodia or within the region | 30 |
| Familiar with the solar market/suppliers in Cambodia is an advantage | 20 |
| Total Obtainable Score | 100 |

10. Payment Milestone

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments.

| N | Outputs/Deliveries | Payment Schedule | Payment Amount |
|---|--------------------------------------------------|------------------|----------------|
| 1 | Upon satisfactory completion of all deliverables | December 2017 | 100% |

11. Approval

Signature:

Name:

Title/Unit/Cluster:

Date:
