



REQUEST FOR PROPOSAL (RFP)
Digitize Youth Employability
(Process 9903)

Dear Sir / Madam:

We kindly request you to submit your **Proposal for Digitize Youth Employability**

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals, **comprising of a Technical and Financial Proposal, in separate sealed envelopes**, must be submitted on or before **no later than 14 November 2018 by 12:00 pm, Cambodia time** address below. **Late submission shall be rejected. Submission by email will not be accepted.**

UNDP Cambodia, Registry Office (Building No. 5)
No. 53, Pasteur Street, Boeung Keng Kang I
PO Box 877, Phnom Penh, Cambodia
Attn: Procurement Analyst, Procurement Unit

Your Proposal must be expressed in the [English Language](#), and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Vattana' with a stylized flourish at the end.

Sereyvattana Chan
Procurement Analyst
31 October 2018

Description of Requirements

Context of the Requirement	<p>In Cambodia, 54% of the labour force is employed in the agricultural sector which only accounts for 30% of the country's GDP. So, it is crucial to diversify the labour force from agricultural sector to manufacturing and service sectors, especially to provide meaningful employment opportunities to approximately 300,000 young Cambodians (aged 15-30) who join the labour force every year. However, there are two key barriers to this proposed transition: Cambodian youth are inadequately skilled to fulfill the requirements of the industrial and service sectors, and there is a huge information gap about employment prospects of these sectors.</p> <p>The long-term vision of the United Nations in Cambodia is to enhance collaboration and synergies between its agencies and development partners in order to give young women and men access to the right conditions and relevant skills to achieve decent employment and continual growth opportunities. Doing so would not only help youth enter a job market that values and protects them, but also support Cambodia's efforts to achieve the Sustainable Development Goals. Following this vision, five UN agencies, ILO, UNDP, UNICEF, UNESCO and UNV have partnered with the Royal Government of Cambodia's Ministry of Labour and Vocational Training and Ministry of Education, Youth and Sport, under the 'UNited for Youth Employment in Cambodia' Joint Programme, to support youth employability in alignment with national policies, strategies and action plans.</p> <p>One of UNDP's initiatives under this joint programme is the 'Poverty reduction among youth in Cambodia – Development of youth's skill sets for increased employability'. This project will support the development of training materials course-content in Khmer. Its ultimate goal is to facilitate youth's access to skills and knowledge for decent and productive employment and opportunities. It is targeted to rural and urban youth, as well as university graduates who are looking for employment.</p> <p>This project will complement MoEYS and NEA's efforts to build on existing information and communication channels in order to promote youth employability in Cambodia.</p>
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services	As per Term of Reference
List and Description of Expected Outputs to be Delivered	<p>Key tasks expected to be delivered by the service provider are:</p> <ol style="list-style-type: none"> 1- Digitize content to create 6 E-learning courses in Khmer that are youth-friendly and engaging to encourage high participation 2- Test all courses with a youth focus group and modify them based on feedback 3- Finalize and hand over E-learning courses to UNDP

Person to Supervise the Work/Performance of the Service Provider	UNDP Project Manager/Youth Employment Specialist
Frequency of Reporting	Weekly report
Progress Reporting Requirements	As and when required
Location of work	Phnom Penh, Cambodia
Expected duration of work	34 days
Target start date	From 16 November 2018 to 21 February 2019
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted																			
Payment Terms ¹	<table><tr><th>No</th><th>Deliverables/Outputs</th><th>Target Due Dates</th><th>Payment amount</th></tr><tr><td>1</td><td>Output 1: Joint workplan by course and digitization teams.</td><td>30 Nov 2018</td><td>10%</td></tr><tr><td>2</td><td>Output 2: Digitize 6 courses and course assessments.</td><td>12 Feb 2018</td><td>50%</td></tr><tr><td>3</td><td>Output 3: Test E-learning courses with a youth focus group Output 4: Test E-learning courses with a youth focus group</td><td>5 Mar 2019</td><td>30%</td></tr></table>				No	Deliverables/Outputs	Target Due Dates	Payment amount	1	Output 1: Joint workplan by course and digitization teams.	30 Nov 2018	10%	2	Output 2: Digitize 6 courses and course assessments.	12 Feb 2018	50%	3	Output 3: Test E-learning courses with a youth focus group Output 4: Test E-learning courses with a youth focus group	5 Mar 2019	30%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Cambodia's Head of Programme																			
Preliminary Examination	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage.																			
Criteria for Contract Award	<div><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) The total score for each proposal will be calculated independently by the following formula:</div> <div><div>Rating the Technical Proposal (TP): TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</div></div>																			

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<div><div>Total Combined Score:</div><div>(TP Rating) x Weight of TP (70%) + (FP Rating) x Weight of FP (30%)</div><div>Total Combined and Final Rating of the Proposal</div></div> <div><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</div>																																							
Criteria for the Assessment of Proposal	<div><div>Technical Proposal (70%)</div><div>The Technical Proposal of the offerors will be evaluated based on the following criteria: The total number of points allocated for the technical proposal is 1000. The technical proposal of the offeror is evaluated based on following criteria:</div><div><table><tr><th>No.</th><th>Summary of Technical Proposal Evaluation Forms</th><th>Points Obtainable</th></tr><tr><td>1</td><td>Expertise of organization</td><td>200</td></tr><tr><td>2</td><td>Proposed Approach and methodology</td><td>300</td></tr><tr><td>3</td><td>Proposed Personnel</td><td>500</td></tr><tr><td></td><td>Total</td><td>1000</td></tr></table> <table><tr><th>No.</th><th>Technical Proposal Evaluation Form 1: Expertise of organization</th><th>Points Obtainable</th></tr><tr><td>1</td><td>At least 3 years of relevant work experience in the creation of online courses for youth-related programmes</td><td>80</td></tr><tr><td>2</td><td>Strong computer literacy and understanding of online website management, preferably Microsoft web technology</td><td>60</td></tr><tr><td>3</td><td>Demonstrated experience in project management, including financial management and donor reporting</td><td>60</td></tr><tr><td></td><td>Total:</td><td>200</td></tr></table> <table><tr><th>No.</th><th>Proposed Approach and methodology</th><th>Points Obtainable</th></tr><tr><td>1</td><td>To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail?</td><td>100</td></tr><tr><td>2</td><td>Is the scope of task well defined and does it correspond to the TOR?</td><td>100</td></tr></table></div></div>	No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable	1	Expertise of organization	200	2	Proposed Approach and methodology	300	3	Proposed Personnel	500		Total	1000	No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable	1	At least 3 years of relevant work experience in the creation of online courses for youth-related programmes	80	2	Strong computer literacy and understanding of online website management, preferably Microsoft web technology	60	3	Demonstrated experience in project management, including financial management and donor reporting	60		Total:	200	No.	Proposed Approach and methodology	Points Obtainable	1	To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail?	100	2	Is the scope of task well defined and does it correspond to the TOR?	100
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	3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100	
		Total	300	
	No.	Proposed personnel	Points Obtainable	
	1	One Team Leader/ E-Learning Specialist (1 person): <ul style="list-style-type: none"> Advanced university degree (at least Masters) in a discipline relevant to economics, ICT, online platform development/management, vocational education, vocational training, education to youth, development studies, youth development, or other related interdisciplinary programs (50 points) Minimum 4 years of professional experience in design and digitize training courses/programmes for youth (particularly vulnerable youth), or in production of video, animation and audio-visual training materials (50 points) Experience working with multilateral organizations and the UN system is preferred (30 points) Experience in working with government, private sector and youth in Asia, preferably in Cambodia (30 points) Experience in public awareness-raising and media-related activities (40 points)	200	
	2	National E-Learning Specialists (2 persons): <ul style="list-style-type: none"> Advanced university degree (at least Masters) in a discipline relevant to economics, ICT, online platform development/management, vocational education, vocational training, education to youth, development studies, youth development, or other related interdisciplinary programs (30 points) Minimum 2 years of professional experience in design and digitize training courses/programmes for youth (particularly vulnerable youth) (30 points) Experience in conducting teaching/trainings to youth (30 points) Experience in working with government, the private sector and youth in Asia, preferably in Cambodia (30 points) Knowledge of youth employment issues in Cambodia (30 points) 	300 (150 each)	
		Total	500	

	<p>The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points.</p> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
Post Qualification Review	<p>UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the Terms of Reference, may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; d) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; and <p>Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement ² and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>)
Contract General Terms and Conditions ³	<input checked="" type="checkbox"/> General Terms and Conditions for contracts Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

² Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

³ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others ⁵ (General Terms and Conditions)
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Sereyvattaana Chan Procurement Analyst Sereyvattana.chan@undp.org; and cc: procuremet.kh@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information: Required Documents for Submission	<p><input checked="" type="checkbox"/> Technical Proposal: Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per Annex-2 <i>(the form would allow bidders to confirm its conformity with the requirements defined in the Request for Proposal and all its attachments, as well as the provision of UNDP General Contract Terms and Conditions required under this process) and complete the information and supporting document for Qualification of Service Provider, Proposed Methodology for Completion of Service, and Qualification of Key Personnel.</i></p> <p><input checked="" type="checkbox"/> Financial Proposal: Form for Submitting Service Provider's Financial Proposal is duly completed and signed</p> <p>Technical and Financial Proposals are submitted in separate sealed envelopes.</p> <p>No. of copies of Proposal that must be submitted: Original : 1 Copies : 1 1 CD ROM or USB drive containing of technical proposal should be submitted along with the technical proposal envelop</p>

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated **10/31/2018**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

[Name of the Organization submitting Proposal].....

[Signature Authorized Person and Stamp]

[Name of Authorized Person].....

[Title of Authorized Person].....

[Date].....

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁹**(This Form must be submitted using the Service Provider's Official Letterhead¹⁰)**

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

*This shall be the basis of the payment tranches

Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

⁹ This serves as a template to the Service Provider in submitting the Financial Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

TERMS OF REFERENCE/ REQUEST FOR PROPOSAL

Professional Service

Project Information Summary

Assignment Title:	Digitize youth employability
UNDP Practice Area:	Youth Employment
Cluster/Project:	UNited for Youth Employment in Cambodia
Assignment Location:	Phnom Penh, Cambodia
Assignment Duration:	34 days between 16 Nov 2018 and 21 Feb 2019

Background and Project Description

In Cambodia, 54% of the labour force is employed in the agricultural sector which only accounts for 30% of the country's GDP. So, it is crucial to diversify the labour force from agricultural sector to manufacturing and service sectors, especially to provide meaningful employment opportunities to approximately 300,000 young Cambodians (aged 15-30) who join the labour force every year. However, there are two key barriers to this proposed transition: Cambodian youth are inadequately skilled to fulfill the requirements of the industrial and service sectors, and there is a huge information gap about employment prospects of these sectors.

The long-term vision of the United Nations in Cambodia is to enhance collaboration and synergies between its agencies and development partners in order to give young women and men access to the right conditions and relevant skills to achieve decent employment and continual growth opportunities. Doing so would not only help youth enter a job market that values and protects them, but also support Cambodia's efforts to achieve the Sustainable Development Goals. Following this vision, five UN agencies, ILO, UNDP, UNICEF, UNESCO and UNV have partnered with the Royal Government of Cambodia's Ministry of Labour and Vocational Training and Ministry of Education, Youth and Sport, under the 'UNited for Youth Employment in Cambodia' Joint Programme, to support youth employability in alignment with national policies, strategies and action plans.

One of UNDP's initiatives under this joint programme is the 'Poverty reduction among youth in Cambodia – Development of youth's skill sets for increased employability'. This project will support the development of training materials course-content in Khmer. Its ultimate goal is to facilitate youth's access to skills and knowledge for decent and productive employment and opportunities. It is targeted to rural and urban youth, as well as university graduates who are looking for employment.

This project will complement MoEYS and NEA's efforts to build on existing information and communication channels in order to promote youth employability in Cambodia.

Objectives of the assignment

The main objective of the assignment is to digitize approximately 6 courses (in Khmer) to increase Cambodian youth's employment prospects. The service provider will digitize learning materials to provide accessible and engaging courses to youth who seek learning opportunities and jobs.

Scope of Work

The courses to be digitized will cover the following topics:

- pre-employment skills (resume writing, interview preparation etc.):
- basic computer skills
- basic financial literacy

- industrial skills related to the following sectors:
 - hospitality
 - manufacturing
 - banking

All E-learning courses will be in Khmer. The service provider (digitization team) will work closely on a day-to-day basis and consult with another service provider (course team) who will create content for courses. The service provider will digitize content and remain accountable to and managed by the UNDP Project Manager.

Key tasks expected to be delivered by the service provider are:

- 1- Digitise content to create 6 E-learning courses in Khmer that are youth-friendly and engaging to encourage high participation
- 2- Test all courses with a youth focus group and modify them based on feedback
- 3- Finalize and hand over E-learning courses to UNDP

Expected Deliverables

The Service Provider is expected to follow the following milestones and timelines:

No.	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Joint workplan by course and digitization teams	3 days	20 Nov 2018	UNDP Project Manager and ACD Programme
2.	Digitize 6 courses and course assessments	14 days	30 Jan 2019	
3.	Test E-learning courses with a youth focus group	7 days	7 Feb 2019	
4.	Finalize E-learning courses	10 days	21 Feb 2019	
Total # of Days		34 days		

Institutional Arrangements

The service provider will be directly supervised by the UNDP Project Manager/Youth Employment Specialist and work in close collaboration with Programme Analyst. They are expected to liaise closely with relevant government departments (in particular, MoEYS, MoLVT-NEA), academia (public and private schools), employers, and other UN Agencies, particularly those involved in the delivery of the UN Joint Programme. It is the responsibility of the service provider to identify key informants in consultation with UNDP and to contact them directly. UNDP can provide limited support, if needed.

The service provider shall maintain regular communication and report on the above deliverables to the Project Manager/Youth Employment Specialist. The deliverables will be reviewed by both UNJP and UNDP and feedback will be provided within two weeks after submission. Each output deliverable is subject to approve by Assistant Country Director of Programme upon satisfactory confirmation by Youth Employment Specialist and Programme Analyst.

Duration of the Work

The assignment is expected to be performed within the period of 34 days between 16 Nov 2018 to 21 Feb 2019.

Duty Station

The duty station for this project is Phnom Penh, Cambodia.

Minimum Qualifications of the Service Provider

UNDP is seeking to procure a local service provider who can propose 3 key personnel with the following required skill sets and experiences for this consultancy. While the team leader could be international, the team must consist of national experts to fulfil the language requirement of courses. The qualifications of the service provider and its personnel will be assessed through these minimum requirements as follows:

	Service Provider	One Team Leader/ E-Learning Specialist	Two National E-Learning Specialists
Education:		Advanced university degree (at least Masters) in a discipline relevant to economics, ICT, online platform development/management, vocational education, vocational training, education to youth, development studies, youth development, or other related interdisciplinary programs	
Experience:	<ul style="list-style-type: none"> • At least 3 years of relevant work experience in the creation of online courses for youth-related programmes; • Proven ability to network and establish collaborative relationships with a variety of partners and stakeholders; • Experience in organizing events for different stakeholders; • Strong computer literacy and understanding of online website management, preferably Microsoft web technology; • Experience in public awareness-raising and media-related activities; • Demonstrated experience in project management, including financial management and donor reporting. 	<ul style="list-style-type: none"> • Minimum 4 years of professional experience in design and digitise training courses/programmes for youth (particularly vulnerable youth), or in production of video, animation and audio-visual training materials • Experience working with multilateral organizations and the UN system is an asset • Experience in working with government, the private sector and youth in Asia, preferably in Cambodia • Strong computer literacy and understanding of online website management, preferably Microsoft web technology; • Experience in public awareness-raising and media-related activities. 	<p>Minimum 2 years of professional experience in design and digitise training courses/programmes for youth (particularly vulnerable youth)</p> <p>Experience in conducting teaching/trainings to youth</p> <ul style="list-style-type: none"> • Knowledge of youth employment issues in Cambodia • Experience working with multilateral organizations and the UN system is an asset • Experience in working with government, the private sector and youth in Asia, preferably in Cambodia • Strong computer literacy and understanding of online website management, preferably Microsoft web technology; • Experience in public awareness-raising and media-related activities

Competencies:	<ul style="list-style-type: none"> • Up to date with new developments, concepts and theories in labour economics, employment vulnerability, informal economy etc. • Possesses expert knowledge of advanced concepts in education, training, youth development, employment, and ICT • Persuasive, convincing or influencing abilities • Demonstrates excellent oral and written communication skills • Result orientated attitude • High standards of integrity, gender sensitivity, age sensitivity, discretion and confidentiality • Good understanding of the governance and traditional institutions, and culture of Cambodia 		
Language Requirements:		<ul style="list-style-type: none"> • Fluency in English is required 	<ul style="list-style-type: none"> • Fluency in English and Khmer is required

Scope of Bid Price and Schedule of Payments

The contractor will be paid on a lump sum basis under the following instalments. Every payment is subject to receipt of certification for payment, and performance evaluation for the last payment duly completed by the Head of Programme Unit, UNDP Cambodia.

No.	Deliverables/Outputs	Payment Schedule	Payment Amount
1	Upon satisfactory delivered of output 1	30 Nov 2018	10%
2	Upon satisfactory delivered of output 2	12 Feb 2019	50 %
3	Upon satisfactory delivered of output 3 and 4	5 Mar 2019	40%