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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-15067)

Date: 10 May 2019

<b>Assignment Title:</b>	Development of strategies and programme document on Women's Economic Empowerment in Cambodia
<b>Cluster/Project:</b>	Programme and Results Unit/ UNDP Cambodia
<b>Post Level:</b>	Senior Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Home based and Cambodia
<b>Expected Place of Travel:</b>	Phnom Penh, Cambodia
<b>Contract Duration:</b>	22 days, from 1st week of June to end of July 2019 latest 15 days required to stay in Cambodia

### 1. BACKGROUND

United Nations Development Programme (UNDP) in Cambodia is looking for an Individual Contractor to perform the above mentioned assignment. Interested offeror is strongly advised to read the INDIVIDUAL CONSULTANT (IC) PROCUREMENT NOTICE for more detail about term of references, instructions to offeror, and documents to be included when submitting offeror.

Any request for clarification/additional information on this procurement notice shall be communicated in writing to UNDP office or send to email [sereyvattana.chan@undp.org](mailto:sereyvattana.chan@undp.org) or [procurement.kh@undp.org](mailto:procurement.kh@undp.org). While the Procurement Unit would endeavor to provide information expeditiously, only requests receiving at least 5 working days prior to the submission deadline will be entertained. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

### 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

To assist you in understanding the requirements of this assignment, scope of work, responsibilities, and description of the proposed analytical work, we have attached hereto the following:

- Terms of Reference
- The Individual Contract and its General Terms and Conditions (which are available on UNDP website at

<http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP%20General%20Conditions%20for%20Individual%20Contracts.pdf>) or Reimbursable Loan Agreement<sup>1</sup> (which are available on UNDP website at [http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP-Reimbursable%20Loan%20Agreement\\_Eng.doc](http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP-Reimbursable%20Loan%20Agreement_Eng.doc)), which you would be expected to sign in the event you are the selected Offeror in this procurement process.

### 3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual offeror must submit the following documents/information to demonstrate their qualifications:

- Cover letter: Explaining why the Offeror the most suitable for the work;
- Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment and Final all-inclusive price proposal with breakdown of costs as per UNDP template, which is available on UNDP website at [http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP\\_Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx](http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP_Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx);
- UNDP Personal History Form (P11), which is available on UNDP website at <http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP-P11%20modified%20for%20SCs%20and%20ICs.doc>;
- Sample of previous relevant assignment
- Note for Interested Offeror above the age of 65: UNDP regulations require, at their own cost, to undergo a full medical examination including x-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above, but will be requested only when the offeror is selected.

Your offer [proposal/application] shall be submitted online through UNDP Online Recruitment System at the URL address [https://jobs.undp.org/cj\\_view\\_job.cfm?job\\_id=85136](https://jobs.undp.org/cj_view_job.cfm?job_id=85136) no later than application submission deadline. **Late application submission will be rejected. UNDP will not consider application submission by email.**

**To submit your offer through UNDP Online Recruitment System, please follow the steps below:**

1. Go to above mentioned URL address;
2. Click "Apply Now" button, fill in necessary information on the first page, and click "Submit Application";
3. Upload your offer. **Please note that UNDP Online Recruitment System allow only one uploading, so please make sure that you merge all your documents into a single file;**

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<sup>1</sup> RLA is an instrument used to engage individuals that are employed with another legal entity, at the time of their engagement with UNDP. It must be the individual who will decide if the contract should be IC or RLA, not UNDP

4. You will receive an automatic response to your email confirming receipt of your application by the system.

#### 4. FINANCIAL PROPOSAL

This is a Lump sum out-put based contract regardless of extension of the herein specific duration. Therefore, the interested offeror is requested to submit **Final All-Inclusive Price** with costs breakdown for undertaking the assignment.

#### 5. EVALUATION

Offerors will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial/Price Proposal (100 points) weight; [30%]

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the Offerors who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

##### 5. 1. Technical qualification evaluation criteria:

The total number of points allocated for the technical qualification component is 100. The technical qualification of the offeror/individual is evaluated based on following technical qualification:

Technical Evaluation Criteria	Obtainable Score
At least master's degree in gender studies, economics, arts, social science, or other relevant fields of study.	10
At least 7 years of solid experiences in managing and providing technical advice to development programme/project related to <b>women's economic empowerment</b> .	30
Solid experiences in <b>design/formulation of development programme/project</b> with demonstrated success in resource mobilization.	30
Previous working experiences in Cambodia and proven solid understanding of local context.	10
Previous working experiences in Southeast Asian countries with similar contexts and proven solid understanding of local context.	10
Experience working with UNDP or other UN and development agencies.	10
<b>Total Obtainable Score:</b>	<b>100</b>

Only the offeror who have attained a minimum of 70% of total points will be considered as technical qualified offeror.

##### 5. 2. Financial/Price Proposal Comparison:

- Only the financial/price proposal of offeror who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allocated for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified Offerors who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.  $[\text{Lowest Price} \times 100 / \text{Other Price under Consideration}] = \text{Points for Other Offerors' Price Component}$ .

### **5.3. Selection Method and Award Criteria:**

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. The total score for each offeror will be calculated independently by this formula:  $\text{Total Score} = \text{Technical Score} \times 0.7 + \text{Finance Score} \times 0.3$