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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-21690)

Date: 23 October 2019

Assignment Title:	International Consultant on National Land Transport Policy Formulation Assistance
UNDP Practice Area:	Policy and Innovation Hub/ UNDP Cambodia
Cluster/Project:	SUMAI
Post Level:	Senior Specialist
Contract Type:	Individual Consultant
Duty Station:	Home-based with missions to Phnom Penh
Expected Place of Travel:	Phnom Penh, Cambodia
Contract Duration:	60 (Sixty) working days from 21 st of November 2019 to 30 th of April 2020

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 pheara.lek@undp.org and cc 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, please refer to Annex 1.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

I. Academic Qualifications:

- Advanced university degree (Master's degree or equivalent) in transport, economics, management, law or related area is required. A relevant first-level university degree in the above fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

II. Years of experience:

- A minimum of 10 years of progressively responsible experience in policy analysis and research, as well as formulation of policy recommendation on sustainable development in transport or transport related field is required.
- Experience in formulating and supporting ASEAN countries in promoting sustainable transport.
- Experience in intergovernmental processes/meetings is highly desirable.
- Experience in designing and supervising multi-disciplinary cross-sectoral research or technical assistance projects is desirable.
- Experience in managing people in a multi-cultural environment is an asset.

III. Competencies:

Professionalism:

- Professional expertise and knowledge of issues related to transport. Solid understanding of key or new/emerging policy, planning and institutional, regulatory and technical issues related to transport;
- Ability to produce reports and papers on technical issues and to review and edit the work of others;
- Ability to apply UN rules, regulations, policies and guidelines in work situations; Demonstrates professional competence and mastery of subject matter;

Creativity:

- Actively seeks to improve sustainable transport; offers new and different options to solve problems or meet stakeholders' needs;
- Promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Judgement/Decision-making:

Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

- **Cover letter:** Explaining why the candidate the most suitable for the work;
- **CV or UNDP P11 Form for ICs** as per UNDP template (template provided as per attached file)

- **Offeror's letter to UNDP confirming interest and availability** for the Individual Contractor (IC) assignment and lump-sum (all-inclusive) price proposal with breakdown of costs (template provided as per attached file)

Your offer shall be submitted online through UNDP Online Recruitment System at the URL address https://jobs.undp.org/cj_view_job.cfm?cur_job_id=88268 no later than application submission deadline. **Late application submission will be rejected. UNDP will not consider application submission by email.**

4. FINANCIAL PROPOSAL

This is a Lump sum output-based contract. Therefore, the interested offerors are requested to submit **Final All-Inclusive Price** with cost breakdown.

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
Advanced university degree (Master's degree or equivalent) in transport, economics, management, law or related area is required. A relevant first-level university degree in the above fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.	20
A minimum of 10 years of progressively responsible experience in policy analysis and research, as well as formulation of policy recommendation on sustainable development in transport or transport related field is required.	40
Experience in formulating and supporting ASEAN countries in promoting sustainable transport.	20
Experience in designing and coordinating intergovernmental processes/meetings is highly desirable.	20
Total Obtainable Score:	100

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: $\text{Total Score} = \text{Technical Score} \times 0.7 + \text{Finance Score} \times 0.3$

6. ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY