

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-65082)



Date: 24 July 2022

Assignment Title:	National Consultant for Cambodian National Mine Action Strategy 2018-2025 Mid-Term Review
UNDP Practice Area:	Land Mine Clearance
Cluster/Project:	Programme and Results Cluster/Clearing for Results, Phase IV (CfRIV): Mine Action for Human Development
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Selected provinces in Cambodia, including Banteay Meanchey, Battambang, Siem Reap, and Ratanak Kiri (10 days)
Contract Duration:	60 working days (from 29 August to 23 December 2022)

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:

A minimum of a Bachelor's degree in a field demonstrably relevant to their role in the assignment

II. Years of experience:

- At least 5 years of experience relevant to their role in the assignment, including 2 years of experience in project management within humanitarian and/or development sectors
- Strong experience in data collection, analysis and evaluation report writing
- Demonstrated knowledge of Cambodia's mine action sector
- Demonstrated experience working with government, non-government and civil society actors
- Good experience acting as a translator
- Previous work experience with UNDP will be an asset

III. Competencies:

- Strong evaluation skills, including capacity to produce high quality and constructive reports
- Good English report writing skills
- Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly distill critical issues, and to draw practical conclusions
- Demonstrated ability to work with Cambodian government agencies and NGOs.
- Ability to meet short deadlines.
- Excellent interpersonal, coordination and planning skills. Sense of diplomacy and tact.
- Ability and willingness to travel to provincial areas.
- Computer literate (MS Office package).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal: Letter of explaining why they are most suitable for the work

2. Financial proposal (Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP)

3. Personal CV including past experience in similar projects and at least 3 references

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=108064 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
A minimum of a Bachelor's degree in a field demonstrably relevant to their role in the assignment	10

At least 5 years of relevant experience, including 2 years of project management within humanitarian and/or development sectors	25
Experience in data collection, analysis and evaluation report writing. Excellent evaluation skills, including capacity to produce high quality and constructive reports.	25
Demonstrated experience working with government, non-government and civil society actors	15
Experience in translation roles between English and Khmer	15
Relevant country, regional and/or UNDP/UN experience	10
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