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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-19797)

Date: 07 July 2014

Country:	Cambodia
Description of the assignment :	National Consultant on Disability Data Analysis
Project name:	Governance/Disability Rights Initiative Cambodia
Period of assignment/services	20 working days from August to October 2014

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 dalis.heng@undp.org or 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 (Annex 1)
- The Individual Contract and its General Terms and Conditions (which are available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%204-a_Template%20IC%20and%20General%20Conditions.pdf) or Reimbursable Loan Agreement¹ (which are available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%204-a_Template%20IC%20and%20General%20Conditions.pdf)

¹ 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

[204-b_Template%20RLA%20and%20General%20Conditions.pdf](#)), 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 offeror/individual must submit the following documents/information to demonstrate their qualifications:

- Cover letter: Explaining why the candidate 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.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%202_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.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%203_P11%20modified%20for%20SCs%20and%20ICs.doc;
- Note for Interested Candidates above the age of 62: 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 should the candidate be chosen.

Your offer [proposal/application] should be submitted online through UNDP Online Recruitment System at the URL address http://jobs.undp.org/cj_view_job.cfm?job_id=47939 no later than application submission deadline. **Late application submission will be rejected.**

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

4. FINANCIAL PROPOSAL

This is Lump sum contracts. Therefore, the interested offeror is requested to submit **Final All-Inclusive Price** with breakdown of costs.

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 utilised 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 candidates 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 evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Substantive professional experience of the analysis of complex databases	30 points
Proven experience in comparative analysis of disability data sets	25 points
Knowledge of disability sector in Cambodia	25 points
In-depth understanding of SPSS and knowledge of STATA	20 points
Total Obtainable Score:	100

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

5. 2. Financial/Price Proposal Comparison:

- Only the financial/price proposal of offeror/candidate 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 candidates 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. $[\text{Lowest Price} \times 100 / \text{Other Price under Consideration}] = \text{Points for Other Candidate's Price Component}$.

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. ANNEXES

- ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX I – TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

Assignment Information

Assignment Title:	National Consultant on Disability Data Analysis
UNDP Practice Area:	Disability/Governance
Cluster/Project:	Governance/Disability Rights Initiative Cambodia
Contract Type:	Individual Contractor (IC)
Duty Station:	Home-based and non-home-based (Phnom Penh)
Expected Place of Travel:	N/A
Contract Duration:	20 working days from August to October 2014

1. Project Description

The Royal Government of Cambodia's (RGC) commitment to improving the lives of people with disability through recognition of their rights was demonstrated through ratification of the Convention on the Rights of Persons with Disabilities (CRPD) in 2012 and launching it nationally together with the Incheon Strategy to "Make the Right Real" for Persons with Disabilities in 2013. The RGC have also enacted a number of disability laws and strategic plans in recent years, however, these are not fully aligned with the CRPD and implementation is weak. The RGC is conscious of the need to demonstrate real gains against its reporting obligations under the Convention and is actively requesting international assistance.

The long term goal of the Disability Rights Initiative-Cambodia (DRIC) Programme is the "improved quality of life for people with disability" in Cambodia. Achievement of the end-of-program outcome, ("People with disability have increased opportunities for participation in social, economic, cultural and political life through effective implementation of the National Disability Strategic Plan (NDSP)", will contribute to improve quality of life for people with disabilities.

The DRIC Programme is a broad initiative, funded by the Department of Foreign Affairs and Trade (DFAT) of the Australian Government, aiming to significantly enhance an enabling environment for persons with disabilities in Cambodia. The programme consists of the following four components:

- Supporting Government implementation of the Convention on the Rights of Persons with Disabilities (implemented by UNDP);
- Supporting Disabled People's Organisations to raise the voice and protect the rights of people with disability (implemented by UNDP);
- Supporting rehabilitation sector system strengthening (implemented by WHO);
- Inclusive governance and inclusive community development (implemented by UNICEF).

One of the challenges facing the RGC in implementing the CRPD and the Incheon Strategy is the lack of reliable data on disability, UNDP in close consultation with the National Institute of Statistics (NIS) and the Disability Action Council, is tasked to undertake a meta-analysis of available Cambodian disability data to make use of available evidence and to make recommendations for how to improve information relating to disability. The available data to be reviewed will include censuses, surveys and administrative data.

2. Scope of Work

The overall objective of the assignment is to identify, describe, analyse the available Cambodian data sets with regard to People with Disabilities and draw critical conclusions. This will require access to current data sets in Cambodia and disaggregating these where possible by type of disability, age, gender, ethnicity and identifying and analysing other factors that may be related to disability outcomes – such as socio-economic status (including income and educational level), size of household. It is anticipated the most recent Cambodia Socio Economic Survey (CSES) and the 2008 and 2013 Population Censuses, and Demographic and Health Survey will be among of these data sets.

On the basis of these results and bearing in mind other international approaches to data gathering in this area (e.g MICS, Washington Group, WHO Model Disability Survey) he/she will make recommendations for future disability data opportunities and approaches.

The national consultant is expected to provide:

1. Mapping and analysis of current available disability data sources with strengths and weaknesses for each data set considered.
2. Identification of the disability data gaps and needs in Cambodia, in relation to the RGC's commitments to report for CRPD, Incheon Strategy Indicators and WHO Global Disability Action Plan.
3. Recommendations for future actions to strengthen national capacities to collect reliable and internationally comparable disability data, through e.g. integrating disability into existing sources of data or designing a new data collection system/exercise, and the outline of a roadmap to achieve this by the end of the DRIC programme in 2018.

During the course of the assignment, the national consultant will also assist the programme in identifying the potential sources for fundraising to support the work to have more comprehensive disability data for Cambodia, including to conduct a nationally representative disability survey utilising the WHO Model Disability Survey Tool.

1. The national consultant will prepare a paper on the proposed analyses to be agreed with the joint programme team. On completion of the work the consultant will work closely with the international consultant to make a presentation on the final draft report to senior staff of the joint programme, including government officials, and will amend the report in the light of comments.

3. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Inception report outlining the steps to be followed to gather relevant information on the databases and detail description on data analysis procedures	3 working days	Early week of August	Joint Programme Team and approval by ACD and Governance Team Leader
2	Draft report on the review of existing databases and the need of disability data for Cambodia and the recommendations for future action (including the potential sources of funding)	14 working days	2 nd week of September	Joint Programme Team and approval by ACD and Governance Team Leader

3	Joint final report with international consultant on the review of existing databases and the need of disability data for Cambodia and the recommendations for future action (including the potential sources of funding) – based on the comments from the joint programme team	3 working days	Mid October	Joint Programme Team and approval by ACD and Governance Team Leader
Total # of Days:		20 working days		

4. Institutional Arrangement

Under the overall guidance from the joint programme team and the direct supervision of the ACD and Governance Team Leader with guidance from the UN Joint Programme Coordinator, the national consultant on Disability Data Analysis will take responsibility for the data analysis and working closely with the international consultant for the production of the reports. Logistics support will be provided by the Joint Programme Coordination Unit.

The national consultant is expected to take initiative in identifying the available databases and at critical times to work closely with NIS, DAC and other relevant Ministries in order to gain access to detailed elements of the databases while at the same time respecting confidentiality and following necessary data access protocols.

5. Duration of the Work

The assignment will be 15 working days from August to October 2014. The national consultant is expected to be on board from 1st August and complete assignment not later than 30 October 2014. She/he has to submit the work plan prior the assignment.

The national consultant has to submit her/his outputs in accordance to the defined work plan and payment is issued only with satisfactory outputs accepted/approved by the joint programme team and UNDP ACD and Governance Team Leader.

All expected outputs could not be delay as result of assignment; therefore, the national consultant has to commit to deliver these outputs as planned.

6. Duty Station

The national consultant will be based in at UNDP Country Office. A driver along with a vehicle will be provided to support the consultant during the data collection and meetings with stakeholders.

7. Minimum Qualifications of the Individual Contractor

Education:	Master degree (preferably at the Doctorate level) in social-science with particular skills relevant to the analysis of databases.
Experience:	<ul style="list-style-type: none"> • At least 7 years of relevant working experience in the area of disability data analysis • Proven experience in comparative analysis of disability data sets or

	other data collection mechanisms (eg MICS, CDHS etc) <ul style="list-style-type: none"> • Substantial knowledge of disability classification systems (e.g. ICF) would be an advantage. • Knowledge of disability issues in Cambodia is a requirement. • Demonstrated strong communications skills (oral and written), sense of initiative and excellent conceptual and analytical capacities.
Competencies:	<ul style="list-style-type: none"> • Good facilitation and presentation skill. • Demonstrated ability to communicate effectively with various partners including the government, UN and other development donors and high quality liaison and representation at local and national levels. • Excellent organizational and time management skills. • Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within short timeframe. • Be flexible and responsive to changes and demands. • Be client oriented and open to feedback. • Excellent computer literacy
Language Requirement:	Full proficiency in English, and excellent report writing skills.

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

The national consultants shall submit CV/P-11 together with a short note detailing the proposed approach and envisioned work plan.

Technical Evaluation Criteria	Obtainable Score
Substantive professional experience of the analysis of complex databases	30 points
Proven experience in comparative analysis of disability data sets	25 points
Knowledge of disability sector in Cambodia	25 points
In-depth understanding of SPSS and knowledge of STATA	20 points
Total Obtainable Score:	100

9. Payment Milestones

The national consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of the inception report	3 rd week of August 2014	20
2	Upon satisfactory completion of draft report and the presentation of findings to the joint programme team	Mid-September- 2014	60
3	Upon satisfactory completion of final report	Mid- October 2014	20

10. Annexes

N/A