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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-20111)

Date: 17 July 2014

Country:	Cambodia
Description of the assignment :	Case Study Consultant
Project name:	Environment/Cambodia Community-Based Adaptation Programme (CCBAP)
Period of assignment/services	20 of days, from 1 st September to 31 th January 2015

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=48248 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
Experiences in area of environmental development or related fields	20
Experience and technical knowledge on climate change and rural development	20
Experience in writing case studies, articles or academic journal, policy papers (sample to be provided)	40
Experience in dealing with local NGOs and CBOs	10
Experience in advocate, communication, coordination and mainstreaming processes	10
Total Obtainable Score:	100 points

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. [Lowest Price x 100 / Other Price under Consideration] = 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: Total Score = Technical Score x 0.7 + Finance Score x 0.3

6. ANNEXES

- ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX I – TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

1. Assignment Information

Assignment Title:	Case Study Consultant
UNDP Practice Area:	Environment
Cluster/Project:	Environment/Cambodia Community-Based Adaptation Programme (CCBAP)
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	UNDP Country Office, Phnom Penh
Expected Place of Travel:	The consultant is required to travel to two provinces in country (Kampong Speu and Prey Veng)
Contract Duration:	20 of days, from 1 st September to 31 th January 2015

2. Project Description

The Cambodia Community-Based Adaptation Programme (CCBAP) is designed to implement community-based projects that seek to enhance the resiliency of communities to climate change impacts, through local-level climate risk management projects. Lessons learned from community projects will then be leveraged to promote replication of successful community practices, and integration of lessons into national and sub-national policies that reduce vulnerability to climate change impacts, from the community level to the national level. The Sweden Embassy in Cambodia is the main funder to CCBAP with cost-sharing from Australian AID through supporting for the Mekong and Pacific Community-based Adaptation (MAP CBA) to Climate Change.

The CCBAP is currently funding at least 71 projects with a maximum amount of 50,000USD for each community based adaptation project in the geographic priority areas as recommended by National Adaptation Programme of Action to Climate Change (NAPA) including: Svay Rieng, Kandal, Prey Veng, Kampong Speu, Siem Reap, Kampong Thom, Battambang, Banteay Mean Chey, Kampong Cham and other vulnerable provinces in southeast in Cambodia such as Kratie, Ratanakiri and Mondulhiri, which recommended during the CCBAP Mid-term review.

The CCBAP intends to produce 3 deliverables as the following:

1. Improved capacity within NGOs, CBOs and local communities to implement community adaptation measures;
2. Adaptation to climate change mainstreamed into commune level planning, and
3. Lessons learned and good practices documented and share to influence policy and programme development

As part of its knowledge management stated in third deliverables, the CCBAP aims to produce two case study being implemented by CCBAP's grantees. The first case study has already made to demonstrate practical adaptive measures being carry out by community in Kampong Speu and Battambang province. Similarly in the second case study, the CCBAP's is looking for a qualify candidate to write two case studies, which will be selected from two more provinces to capture lessons learnt and good practices activities implemented by local NGOs and CBOs.

3. Scope of Work

Under the guidance and direct supervision of the National Project Manager of Cambodia Community-Based Adaptation Programme (CCBAP), the Case Study Consultant is going to write two case studies and shall be responsible to:

- i) Design a methodology and work plan on how to carry out the case studies
- ii) Conduct a meeting to debrief on methodology and work plan with Programme Analyst, National Project Manager, Communication team and donor to agree on methodology in advance
- iii) Conduct a desk review and conduct field visit to interview relevant project stakeholders and CCBAP team.
- iv) Draft case studies (English and Khmer) to share and review by to CCBAP team and Communication team
- v) Conduct presentation on draft version in meetings/workshops to share finding
- vi) Finalize the case study report (English and Khmer) based on inputs and comments from various of consultation among CCBAP team and relevant stakeholders

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Satisfactory completion of inception report and work plan	3 working days	2 nd week of September 2014	CCBAP Project Manager
2	Satisfactory completion of draft case studies report in English with Khmer version and make presentation in the meetings/workshop	14 working days	4 th week of November 2014	CCBAP Project Manager
3	Satisfactory completion of final case studies in both version, English and Khmer	3 working days	4 th week of December 2014	CCBAP Project Manager
Total # of Days:		20		

5. Institutional Arrangement

The Case Study Consultant will working closely with the Small Grants Programme (SGP) team and Environment and Energy (E&E) Cluster. The immediate supervisor during the assignment for the consultant is National Project Manager for CCBAP. The Monitoring and Evaluation (M&E) Officers will be focal person to contact, day-to-day interact and liaise during the assignment with the consultant.

The E&E Cluster Team Leader is expected to provide the overall supervision, monitoring and evaluation the deliverable results of consultant and ensure quality of the product is timely submitted.

The SGP/CCBAP team is expected to conduct the technical and quality reviews of consultant's outputs. In case the consultant need to conduct interview to beneficiaries and clarify on the data/information in the target provinces, the SGP/CCBAP team will provide the transportation based on the actual date to be travelled.

6. Duration of the Work

The Case Study consultant expected to take the exercise the maximum in 20 working days. The starting date should be on 1st week of September 2014 and completion date is on 4th week of January 2015. Upon the submission of draft version from the consultant, the clearance should be taken time from 5-7 working days.

7. Duty Station

The consultant will be based in UNDP Country Office in Phnom Penh. However, the consultant expected to travel at least 7 working days to selected target provinces (Kampong Speu and Prey Veng) that will be conducted the case study exercise. For transportation during the field exercise will be covered by the project.

8. Minimum Qualifications of the Individual Contractor

Education:	Advanced university degree (at least Bachelor or equivalent) from Environmental studies, development studies or other related areas
Experience:	<ul style="list-style-type: none"> ▪ Master's degree with at least 5 years progressive working experience in the areas of environmental development, rural development, climate change adaptation or related fields. Or a Bachelor degree with at least 7 years progressive working experience in the said field; ▪ Experience in writing case studies, articles or academic journal, policy papers.
Competencies:	<ul style="list-style-type: none"> ▪ Knowledge and experience dealing with local NGOs and CBOs ▪ Knowledge on Climate Change mainstreaming processes ▪ Good understanding of Climate Change Adaptation, natural resource management and water management ▪ Good interpersonal skills ▪ Excellent writing skills ▪ Commitment toward high quality service; ▪
Language Requirement:	Fluency in both written and spoken Khmer and English
Other Requirement:	<ul style="list-style-type: none"> ▪ Offerors are required to submit a sample of case study, articles or journals has been produced, at the same time of submitting the Offeror.

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

Technical Evaluation Criteria	Obtainable Score
Experiences in area of environmental development or related fields	20
Experience and technical knowledge on climate change and rural development	20
Experience in writing case studies, articles or academic journal, policy papers (sample to be provided)	40
Experience in dealing with local NGOs and CBOs	10
Experience in advocate, communication, coordination and mainstreaming processes	10
Total Obtainable Score:	100

10. Payment Milestones

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

	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of inception report and work plan	2 nd week of September 2014	25%
2	Upon Satisfactory completion of draft case studies report in English with Khmer version and make presentation in the meetings/workshop	5 th week of November 2014	50%
3	Upon Satisfactory completion of final case studies in both version, English and Khmer	4 th week of December 2014	25%

11. Annexes

1. CCBAP Factsheet