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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-21275)

Date: 12 August 2014

Country:	Cambodia
Description of the assignment :	National consultant for development of Monitoring and Evaluation framework for National Disability Strategic Plan (NDSP) 2014-2018
Project name:	Governance/Disability Rights Initiative Cambodia
Period of assignment/services:	20 working days

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 vannara.chea@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. The UNDP's response (including an explanation of the query but without identifying the source of inquiry) will be posted where this Individual Consultant (IC) Procurement Notice is posted. Therefore, all prospective Offerors are advised to visit the page regularly to make obtain update related to this Individual Consultant (IC) Procurement Notice.

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-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;
- Proposed methodology and envisioned work plan on how consultant will approach and complete the assignment;
- 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=48900 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, 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;**

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

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 working with the government sector with developing a strategic plan, national plan of action and M&E framework (including quantitative, qualitative and participatory).	25 points
Previous experience/participation in carrying out the M&E framework for a national plan of action and complex programmes related to disability and development	30 points
Proposed methodology and envisioned work plan on how consultant will approach and complete the assignment	15 points
Proven experience in leading capacity development activities and training workshops and organizational and planning skills	10 points
Knowledge of disability sector in Cambodia	20 points
Total Technical 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. $[\text{Lowest Price} \times 100 / \text{Other Price under Consideration}] = \text{Points for Other Candidate's Price Component}$.

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

I. Assignment Information

Assignment Title:	National consultant for development of Monitoring and Evaluation framework for National Disability Strategic Plan (NDSP) 2014-2018
UNDP Practice Area:	Disability/Governance
Cluster/Project:	Governance/Disability Rights Initiative Cambodia
Post Level:	Specialist
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 November 2014 – January 2015

2. Project Description

Disability Action Council (DAC) has prepared a National Disability Strategic Plan 2014-2018 (NDSP), which is approved by the Royal Government of Cambodia (RGC). The DAC is the lead agency to ensure the monitoring and evaluation of the implementation of the NDSP through the relevant ministries, departments and agencies.

The NDSP supersedes the National Plan of Action for Persons with Disabilities, including Landmine/ERW Survivors 2009-2011 (NPA) which was extended to apply to the period 2011-2013. The outcomes of the NPA need to be detailed in preparation for the monitoring and evaluation plan of the current NDSP.

The NDSP also provides a mechanism to contribute to the reporting requirements under the Convention of the Rights of Persons with Disabilities (CRDP). Mid-term evaluation and final evaluation of NDSP will be conducted as well as annual reports on the implementation of the NDSP. As population and other national data on disabilities become available the NDSP will be amended to reflect the statistics and reporting will be aligned with the new data. Article 33 of the CRPD outlines the three-level system, which represents a framework for the NDSP implementation and monitoring.

The NDSP monitoring and evaluation framework will strengthen the capacity of the DAC to monitor and evaluate the indicators and targets that are included in the strategies. It also gives a direction for better implementation. Therefore, it is important for the DAC to develop the M&E framework to ensure the set indicators and targets are measurable and achievable.

3. Scope of Work

The overall objective of the assignment, the national consultant work closely with the international consultant is to develop a comprehensive monitoring and evaluation framework for the NDSP;

including the detailed implementation plan that is able to measure the output and outcome indicators. The national consultant is expected to support the international consultant to:

1. Develop a monitoring and evaluation framework by working closely with government and other key stakeholders, at both national and sub national level for the management, coordination and implementation of the NDSP and how they align with the targets and indicators of the NDSP
2. Develop the support system to facilitate accurate utilization of the monitoring and evaluation framework
3. Capture the roles played by the various stakeholders in the disability sector in the implementation of the NDSP
4. Detail the various programs and initiatives taken by government, non-government and other bodies in implementing the main directions of the NDSP
5. Identify the target group – type of disability, age, gender and minority group imbalance if any
6. Produce a report on all findings gathered during the framework development and review of existing M&E systems, with recommendations for improvements in quality and sustainability.
7. Provide a guideline on the rollout of the comprehensive M&E framework.
8. wherever possible, indicate links between the NDSP and DRIC in both programming and monitoring

The national consultant work closely with the international consultant will prepare a paper on the monitoring and evaluation framework to be agreed with UN joint program team and DAC. On completion of the work, the international consultant will consolidate the key findings and recommendations then make a presentation on the final draft report to UN join program team and DAC, and will amend the report in the light of comments.

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Desktop review of related documents –NDSP, the monitoring and evaluation framework of National Plan of Action for Persons with Disabilities including Landmine/ERW Survivors 2009 -2011. An outline identifying the scope of activities, work plan and methodologies of the assignment	3 working days	Third week of November	DAC, UNDP and Joint Programme Team and approval by DAC and UNDP

2	<p>Work closely with international consultant to develop a comprehensive monitoring and evaluation framework for the NDSP by providing the:</p> <ul style="list-style-type: none"> • Performance indicators, and related targets, methodologies for measuring these, an M&E action plan with reporting frequencies, formats, responsibilities and procedures. • Clearly demonstrated indicators (and monitoring framework) and how they will measure the outcomes outlined • Guidance in the rollout of the comprehensive M&E framework <p>Provide the consolidated key findings, recommendations for improvements in quality and sustainability and present to DAC, UNDP and the programme team for final input/comments</p>	15 working days	The third week of December	Joint Programme Team, DFAT Regional Quality and Performance / M&E advisor, and approval by ACD/ Governance Team Leader
3	M&E framework for NDSP, guidance in the rollout of the comprehensive M&E framework and recommendations for future actions	2 working days	End of January 2015	DAC, UNDP and Joint Programme Team and approval by DAC and UNDP
Total # of Days:		20 working days		

5. Institutional Arrangement

Under the direct guidance from senior management of DAC and overall supervision of the ACD /Governance Team Leader and with guidance from the UN joint Programme Coordinator; the national consultant work closely with the international consultant will take responsibility for development of a comprehensive monitoring and evaluation framework, including the detailed implementation plan and the production of the report. Logistics support will be provided by DAC and UNDP.

6. Duration of the Work

The assignment will be 20 working days from November 2014 to January 2015. The national consultant is expected to be on board from the third week of November and complete the assignment not later than 30 January 2015. She/he must submit the work plan prior to the commencement of the assignment.

The national consultant shall submit her/his outputs in accordance with the defined work plan and payment is issued only with satisfactory outputs accepted/approved by DAC and UNDP.

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

7. Duty Station

The consultant will be based with DAC. UNDP will provide a vehicle and driver to support the consultant during the data and information collection and meetings with stakeholders.

8. Minimum Qualifications of the Individual Contractor

Education:	Bachelor or Master degree in social-science, public administration, management, and/or areas relevant for the assignment with particular skills relevant to M&E framework development
Experience:	<ul style="list-style-type: none"> • At least 10 years with Master degree or 15 years with Bachelor degree of relevant working experience in the area of monitoring and evaluation of complex programmes • Proven experience in collaboration with the government sector and developing a strategic plan, national plan of action and M&E framework (including quantitative, qualitative and participatory). • Previous experience/participation in carrying out the M&E framework for a national plan of action related to disability and development • Knowledge of CRPD and experience of working on disability issues is a requirement. Experience/knowledge of the disability context in Cambodia is an advantage. • Demonstrated experience of leading capacity development activities and training workshops • Robust organizational and planning skills • Demonstrated strong communications skills (oral and written), sense of initiative and excellent conceptual and analytical capacities. • Demonstrated ability to work in a multicultural environment • Gender sensitive programming • Knowledge of disability issues in Cambodia is a requirement.
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. • Excellent interpersonal, analytical and report writing 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:	Khmer and full proficiency in English, and excellent report writing skills.

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

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 working with the government sector with developing a strategic plan, national plan of action and M&E framework (including quantitative, qualitative and participatory).	25 points
Previous experience/participation in carrying out the M&E framework for a national plan of action and complex programmes related to disability and development	30 points
Proposed methodology and envisioned work plan on how consultant will approach and complete the assignment	15 points
Proven experience in leading capacity development activities and training workshops and organizational and planning skills	10 points
Knowledge of disability sector in Cambodia	20 points
Total Obtainable Score:	100 points

10. Payment Milestones

The 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	The 4 th week of November 2014	20
2	Upon satisfactory completion of draft report and the presentation of findings to the joint programme team	End of December 2014	60
3	Upon satisfactory completion of final report	End of January 2015	20