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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-22813)

Date: 9 September, 2014

<b>Country:</b>	Cambodia
<b>Description of the assignment :</b>	Impact Assessment Consultant
<b>Project name:</b>	Environment/Cambodia Community-Based Adaptation Programme (CCBAP)
<b>Period of assignment/services:</b>	Maximum 20 working days during the period of 13 October to 19 December 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 [procurement.kh@undp.org](mailto: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](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 Agreement<sup>1</sup> (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](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 to deliver the assignment / expected outputs;
- 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](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](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=49629](http://jobs.undp.org/cj_view_job.cfm?job_id=49629) 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;**
4. You will receive an automatic response to your email confirming receipt of your application by the system.

### 4. FINANCIAL PROPOSAL

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<sup>1</sup> 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

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
10-15 years' experience in impact assessment, research study and evaluation in the field of climate change, water resources management, agriculture, and environment	50
Experiences in data analysis, facilitation, and report writing skill	30
Experiences in coordination with stakeholders	20
<b>Total Technical Obtainable Score</b>	<b>100 points</b>

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**

### **1. Assignment Information**

<b>Assignment Title:</b>	Impact Assessment Consultant
<b>UNDP Practice Area:</b>	Adaptation
<b>Cluster/Project:</b>	Environment/Cambodia Community-Based Adaptation Programme (CCBAP)
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	UNDP Country Office, Phnom Penh, Cambodia
<b>Expected Place of Travel:</b>	The consultant is probably travel to at least 5 provinces in Cambodia under CCBAP target area
<b>Contract Duration:</b>	Maximum 20 working days during the period of 13 October to 19 December 2014

### **2. Project Description**

The Cambodia Community Based Adaptation Programme (CCBAP), funded by Sweden has an overall objective of improving community based adaptation and climate resilience in vulnerable communities in flood/drought prone provinces of Cambodia. The CCBAP started on 10 December 2010 and will end on 31 March 2015 with a total budget of US\$ 4,774,228.8. The CCBAP has three main outputs: (1) improved necessary capacity within local NGOs, CBOs and local communities to implement community adaptation measures; (2) mainstreaming of adaptation to climate change at commune level; and (3) lessons learned and good practices documented and shared to influence changes of policy and programme development. The CCBAP is being implemented under the existing established UNDP/GEF/SGP implementation infrastructure.

Since the launch of the programme in January 2011, 71 LNGOs / CBOs have been funded by CCBAP to implement adaptation measures in 428 villages, 113 communes, 59 districts and 21 provinces of Cambodia. The projects of LNGOs / CBOs aimed to increase adaptive capacity of rural poor communities in locations by providing them access to water to improve agricultural yields, to productive assets such as finance, quality seeds, and animals, by improving agricultural techniques of rural communities, by raising awareness of rural communities and local authorities on climate change, its impacts, and adaptation measures, and by working with all concerned stakeholders to integrate adaptation measures into commune development plans to ensure sustainability.

CCBAP-funded projects which are LNGOs/CBOs have been working closely with key stakeholders such as the water user group, saving group, seed banks, Community Fisheries, Community Forestry, commune councils, Provincial department of water resources (PDOWRAM), Provincial Department of Agriculture (PDA) and the National Committee for Sub-National Democratic Development (NCDD).

The baseline data of Impact Assessment (IA) was already collected by CCBAP's project partners and completed data entry. In following the process of (IA), end-line IA exercise is being processes to use the same methodology and approach in order to compare the results before and after the CCBAP provided grants to project partners.

The objectives of this assessment are to assess the impact of programme achievement, and to draw lessons learnt on i) water resource management, (ii) resilience agriculture techniques; (iii) livelihood improvements; and (iv) capacity building on climate change to community through qualitative and quantitative data analysis.

### **3. Scope of Work**

The main objectives of the assignment are as follows:

- Design and administer a household survey targeting approximately 315 households during the course of the project implementation and conduct Focus Group Discussion (FGD) with 21 groups in order define impact of program by comparing before and after intervention
- Conduct analytical and illustrate the differentiate between baseline and ending data
- Carry out data entry in an agreed data entry format (preferred SPSS) after the survey;
- Analytical narrative of the achieved outputs level in terms of behavior change or resilience improvement within the communities
- To identify lessons and good practices for 4 themes with potential for replication of adaptive measures
- To define impact of program intervention to gender regarding climate change based adaptation;
- Present key finding to SGP-CCBAP-UNDP Management team and donor;
- Lead and facilitate at least two times of workshop with key stakeholders to ensure quality of report;
- Review key finding report of the first impact assessment which developed by SGP/CCBAP;
- Produce quality impact assessment report in English;
- Train project partner staff on survey methodology for two days.

The consultant will collect data both quantitative and qualitative methods.

#### Quantitative data

- Household Survey: The consultant team will lead the process of household survey data collection from target communities of 21 project partners which will be around 315 HHs where the project had implemented. The consultant will develop the questionnaires to covers all indicators as stated below.

#### Qualitative Data

- Focus Group Discussions (FGD): The consultant team will develop checklist/scorecard for the FGDs will be held with project beneficiaries of project partners to obtain qualitative responses and data of relevance with respect to the scope and requirements of the assessment. At least 21 FGDs with maximum 10-15 persons per FGD will be conducted with project stakeholders, including local authorities, water user groups (WUG), Saving Group, and rice bank group, The FGD participants will be organized mix male and female to help ensure participation and

minimize the scope for domination during FGD.

- The detailed and final methodology and workplan shall be worked out in close consultation with CCBAP team. SGP/CCBAP team will work closely with the consultant to facilitate the process, including providing relevant documents related to the CCBAP for desk review, identified stakeholders and sources of information, assisting in organizing meetings with stakeholders, assisting in arranging field visit and identifying key issues that it is a necessary during the assignment period and assisting to resolve these whenever possible. However, the consultant will be fully independent and will retain enough flexibility to determine the best approach to collecting and analyzing data for the assessment. SGP/CCBAP will coordinate with project partner to assist consultant in collecting data both qualitative and quantitative.
- The specialist consultant and specialist consultant of Impact Assessment will work together.

### **Key Indicators**

Theme	Indicators/Area of consideration
Water resource management	<ul style="list-style-type: none"> <li>- Number of people improved water access/ water resources for household use and agriculture or Importance of irrigation water during the dry season and drought</li> <li>- Increasing productivity in the summer season is central to any effort to better manage irrigation water;</li> <li>- Role of water user group in managing water;</li> <li>- Rice yield or crop diversification increase/decrease both summer and wet season;</li> <li>- Farmer Water User Communities can raise revenue (and potentially be financially sustainable) through increases in water fee</li> <li>- Level of sustainability after ending support</li> <li>- Number of women living in rural communities are responsible for agricultural production and collecting water for household use and home gardening</li> <li>- # of gender benefit from water management</li> <li>- Benefit and cost analysis of dry season rice and wet season rice cultivation</li> <li>- Percentage of people change from one to two times of rice cultivation</li> </ul>
Resilience agriculture techniques	<ul style="list-style-type: none"> <li>- The way of people can cope with flood and drought and how many people who can cope with the problem?</li> <li>- To what extend that women involve in coping strategy?</li> <li>- Type of agriculture resilience techniques had been used to be resilience farmers</li> <li>- Behavior change of community people to adapt with new technique</li> <li>- Role of women in applying agriculture technique</li> <li>- Number of people attend in agricultural technical training and number of day for the training</li> <li>- Tool and methodology of agriculture training</li> <li>- Percentage of people apply after training</li> </ul>

Livelihood improvements	<ul style="list-style-type: none"> <li>- Saving group or seed bank/rice bank (books and records kept properly; number of saving group member are ability to save monthly; possibility of increase capital; efficiency use of capital; number of savings are lent out; on time loan payment, possibility of sustainability, number of people can increase small business; Group meets regularly, manages all problems; how saving group can mitigate impact of disaster (flood and drought) if any; number of increase team member, gender participated in the group</li> <li>- Role of women in saving group</li> </ul>
Capacity building on climate change	<ul style="list-style-type: none"> <li>- Percentage of community people improve knowledge after intervention</li> <li>- Methodology, product, equipment used in the training and awareness raising are in place and enough to make people understand</li> <li>- Integrating a gender perspective into climate change adaption planning and decision-making (canal renovation, agriculture techniques, and other)</li> <li>- Percentage of integration information of climate change based adaptation into commune planning process</li> </ul>

#### 4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required (Indicate designation of person who will review outputs and confirm acceptance)
1	Satisfactory completion of impact assessment work plan	3 working days	15 October 2014	SGP/CCBAP Team and Programme Analyst
2	Satisfactory completion of inception report including questionnaire and checklist	3 working days	22 October 2014	SGP/CCBAP Team and Programme Analyst
3	Satisfactory completion of final draft Impact assessment report including consultation with key stakeholder and present to UNDP management team and donor	9 working days	17 November 2014	SGP/CCBAP Team and Programme Analyst



4	Satisfactory completion of final impact assessment report	5 working days	19 December 2014	SGP/CCBAP Team and Programme Analyst
Total # of Days:		20 working days		

## 5. Institutional Arrangement

The Consultant will work in close collaboration with the SGP-CCBAP team and Environment and Energy Cluster. The National Project Manager for CCBAP and M&E Officers will be the focal persons for day-to-day interaction and liaison with the consultant.

UNDP Country Office, Environment and Energy Cluster Team Leader is expected to provide an overall supervision and monitoring the performance of the consultant, coordination for the participation from relevant stakeholders to ensure the quality control of the consultant's outputs. The SGP-CCBAP team is expected to conduct the technical and quality reviews of consultant's outputs.

In case the consultant needs assistant on the data/information clarification in the target provinces, the SGP-CCBAP team will be happy to provide the transportation or contact address based on the actual need.

In addition, the specialist consultant will work closely with specialist consultant for desk review, field visit, lead and manage ground work, consultation, and report writing.

## 6. Duration of the Work

The estimated time of consultant is 20 working days which will be started on 13 October to 19 December 2014. During the period, the consultant is required to consult with management team, donor and key stakeholders to improve quality of final report.

## 7. Duty Station

The consultant will be based in UNDP Country Office in Phnom Penh, Cambodia. Moreover, the consultant is expected to travel to target provinces with approximately 10 working days for 5 provinces such as Kampong Thom, Takeo, Kampong Speu, Siem Reap, and Prey Veng.

## 8. Minimum Qualifications of the Individual Contractor

<b>Education:</b>	Advanced university degree (at least Master or equivalent) major in water resources management, development studies, economic, environmental science, agriculture science, or other related areas
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<b>Experience:</b>	At least 10-15 years working experience in the areas of research study, impact assessment, and evaluation with working experience on climate change, water resources management, agriculture in Cambodia is an advantage
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>▪ Strong technical background and proven competency in environmental management, water resources management, climate change adaptation, rural development, rural economic analysis or related areas</li> <li>▪ Excellent evaluation and assessment skills, including capacity to produce high quality and constructive reports</li> <li>▪ Excellence in writing assessment reports with constructive and practical recommendations</li> <li>▪ Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly distill critical issues, and to draw practical conclusions</li> <li>▪ Demonstrated ability to work with developing country government agencies and NGOs.</li> <li>▪ Experience leading multi-disciplinary, multi-national teams. Ability to meet short deadlines.</li> <li>▪ Excellent interpersonal, coordination and planning skills. Sense of diplomacy and tact.</li> <li>▪ Ability and willingness to travel to province and remote areas</li> <li>▪ Computer literate (MS Office package and SPSS/Stata).</li> </ul>
<b>Language Requirement:</b>	Excellent written and spoken English and Khmer

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
10-15 years' experience in impact assessment, research study and evaluation in the field of climate change, water resources management, agriculture, and environment	50
Experiences in data analysis, facilitation, and report writing skill	30
Experiences in coordination with stakeholders	20
<b>Total Obtainable Score:</b>	<b>100</b>

## 10. Payment Milestones

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

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Satisfactory completion of final draft Impact assessment report including consultation with key stakeholder and present to UNDP management team and donor	17 November 2014	60%
2	Satisfactory completion of final impact assessment report	5 December 2014	40%