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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-23456)

Date: 09 October 2014

Country:	Cambodia
Description of the assignment :	Consultant for development of the Disabled People's Organization (DPO) Guideline
Project name:	Governance/Disability Rights Initiative Cambodia
Period of assignment/services	30 working days from November to 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 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=50519 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
Proven experience in developing the manual, guideline, policies and procedures related to Disabled People's Organisation (DPO), Community Based Organisation (CBO)	30 points
Previous experience/participation in carrying out the training manual and case study development	30 points
Knowledge of CRPD and experience of working on disability issues is a requirement. Experience/knowledge of the disability context in Cambodia is an advantage.	20 points
Demonstrated experience of leading capacity development activities and training workshops	20 points
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. $[\text{Lowest Price} \times 100 / \text{Other Price under Consideration}] = \text{Points for Other Candidate's Price Component}$.

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

Assignment Title:	Consultant for development of the Disabled People's Organization (DPO) Guideline
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:	30 working days from November to December 2014

2. Project Description

UNDP, UNICEF and WHO, will implement the 'Disability Rights Initiative Cambodia', a five year programme that aims to improve the lives of people with disability through increased opportunities for participation in cultural, social, economic and political life. The programme is funded by the Australian Government and is a unique global pilot of partnership at the country level to deliver a disability specific programme.

The programme consists of four interlinked components as follows:

- 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).

UNDP will lead two components and UNICEF and WHO will lead on one component each. The program contains a deliberate mixture of systems strengthening initiatives in relation to MoSVY/DAC, DPOs, rehabilitation, subnational governance and community development, coupled with direct financial support for service delivery through the rehabilitation grants (focussed on PRCs) and community based rehabilitation (CBR).

To response the need of persons with disabilities under the component two – supporting disabled people's organisations to raise the voice and protect the rights of persons with disabilities. The Cambodian Disabled People's Organisation (CDPO) is a non-governmental organization, was established in 1994 as a movement of Cambodian persons with disabilities, representing persons with disabilities in Cambodia and working towards becoming "The voice of persons with disabilities in Cambodia".

CDPO has differentiated itself from other Cambodian disability organizations by building a national network of member Disabled People's Organisations and Women with Disabilities Forums (DPOs/WWDFs). CDPO aimed to represents DPOs/WWDFs nationally and advocates for their rights and interests as well as helping to build their rights awareness and capacity towards achieving a life with dignity for persons with disabilities rather than providing the services related to rehabilitation, income generation and livelihood development.

CDPO endeavors to help empower persons with disabilities by facilitating the development of DPOs at provincial, district and commune levels. These DPOs represent persons with disabilities at a local level, advocating on their behalf with local government authorities for disability inclusion in development plans. In addition DPOs may advocate with local institutions and organisations for persons with disabilities and facilitate the formation of self-help groups for persons with disabilities to develop livelihood opportunities.

CDPO had developed the DPO guideline for their members and network, however the guideline does not have efficient to use while it required to provide a clear definition, function, roles and responsibilities of the DPOs and its members. It is important for CDPO to develop a standardised of DPOs guideline for their members and network, it would help them to understand the steps of establishment the DPOs, federation of self-help group (SHGs) so that they are able to manage their organisations as well as increasing the voice of persons with disabilities at all types of disability at the communities.

3. Scope of Work

The overall objective of the assignment is to develop and finalize the DPO guideline which applied to the Cambodian culture and context, and to ensure the guideline will be made available to DPOs and non-government organisations to helping them to minimum standards for the formation of DPOs and federation of SHGs.

On the basis of these results and bearing in mind other international approaches to identify and analyse the existing data gathering in this area (e.g CDPO draft guideline.) The consultant will develop and finalise the DPO guideline for CDPO and make recommendations for future action regarding the implementation of the DPO guideline.

The consultant is expected to:

- Provide DPO guideline development plan and methodologies for the consultancy service
- Identify and analyse on the existing data related to DPO, eg. Draft DPO guideline developed by CDPO and other sources to ensure the data are fully collected and analysed.
- Develop and finalise the DPO guideline which will be applied in one standard – it can be applied to DPOs and NGOs.
- Develop and finalise the existing templates of policies, procedures and regulations related to formation of the DPOs and federation of SHGs.
- Develop the training manual of DPO guideline and easy read for the end users
- Provide the final report of the research with recommendations for future actions in relations to the DPOs, federation of SHGs formation.
- Provide guidance note of collecting and writing the case study
- Provide the final DPO guideline to CDPO

4. Expected Outputs and Deliverables

4.1 Expected Outputs and Deliverables for the DRIC M&E Framework

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Desk review on the existing data related to DPO guideline – eg. CDPO draft DPO guideline, Handicap International – DPO guideline, etc. Provide methodology and tools for the assignment	5 working days	2 nd week of November	approval by CDPO executive director and ACD/ Governance Team Leader
2	Finalise and produce the DPO guideline Produce training manual for DPO guideline Develop a guidance note for collecting and writing the case study	20 working days	1 st week of December	approval by CDPO executive director and ACD/ Governance Team Leader
3	Provide the final report on the consultancy which will include: a. Recommendations for implementation and future actions to be taken	5 working days	Third week of December	approval by CDPO executive director and ACD/ Governance Team Leader
Total # of Days:		30 working days		

5. Institutional Arrangement

Under the direct guidance from senior management of CDPO and overall supervision of the ACD /Governance Team Leader and CDPO with guidance from the national management specialist of UNDP; the Consultant will take responsibility for development of a comprehensive DPO guideline, including the detailed implementation plan and the production of the report. The consultant will be supported by CDPO staff member regarding the translation and other consultative meeting with key stakeholders. Logistics support will be provided by CDPO and UNDP.

6. Duration of the Work

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

7. Duty Station

The consultant will be based within CDPO. CDPO will provide a transport facility to support the consultant during the data and information collection and meetings with stakeholders.

The consultant is expected to be in Phnom Penh, Cambodia for 20 working days during the data collection and meetings with key stakeholders, and to present the findings to CDPO, UNDP and the Joint Programme Team.

8. Minimum Qualifications of the Individual Contractor

Education:	Bachelor or Master degree in social-science, community development, management, and/or areas relevant for the assignment with particular skills relevant to disability studies and organizational development
Experience:	<ul style="list-style-type: none"> • At least 7 years with Master degree or 10 years with Bachelor degree of relevant working experience in the area of DPO organizational development and management • Proven experience in developing the manual, guideline, policies and procedures related to Disabled People's Organisation (DPO), Community Based Organisation (CBO) • Previous experience/participation in carrying out the training manual and case study 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
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:	Full proficiency in English, and excellent report writing skills. Knowledge of Khmer language, an asset.

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
Proven experience in developing the manual, guideline, policies and procedures related to Disabled People's Organisation (DPO), Community Based Organisation (CBO)	30 points
Previous experience/participation in carrying out the training manual and case study development	30 points
Knowledge of CRPD and experience of working on disability issues is a requirement. Experience/knowledge of the disability context in Cambodia is an advantage.	20 points

Demonstrated experience of leading capacity development activities and training workshops	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	2 nd week of November	30 per cent
2	Upon satisfactory completion of draft report and the presentation of findings to the joint programme team	3 rd week of December	70 per cent