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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-25122)

Date: 28 November 2014

Country:	Cambodia
Description of the assignment :	Communications Consultant
Project name:	Communications Unit, OHCHR
Period of assignment/services:	60 working days

1. BACKGROUND

The Office of the United Nations High Commissioner for Human Rights (OHCHR) Cambodia Country Office 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;
- 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=51979 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

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

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
<i>Professional experience in human rights and/or communications and in using multi-media technologies (film, print and web-based).</i>	40
<i>Professional experience of working with the UN</i>	10
<i>Very strong analytical, research, writing and communications skills; familiarity with relevant technologies for the production of film, print and web-based products.</i>	30
<i>Knowledge of recent Cambodian history or working experience in Cambodia in the field of human rights would be a strong asset</i>	10
<i>English and Khmer language skills</i>	10
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

1) Position Information

Post Title:	<i>Communications Consultant</i>
Practice Area:	<i>Human Rights</i>
Duration of the Assignment:	<i>60 working days (tentatively from November 2014-March 2015) During this period, the Consultant needs to be based in the Duty Station</i>
Duty Station:	<i>OHCHR, Phnom Penh, Cambodia</i>
Expected Places of Travel	<i>Battambang, Cambodia and elsewhere within Cambodia, as deemed necessary</i>
Cluster/Project:	<i>Communications Unit, OHCHR</i>
Supervisor:	<i>Communications Specialist, OHCHR</i>

2) General Context

The Office of the United Nations High Commissioner for Human Rights (OHCHR) Cambodia Country Office is **the oldest field presence of the Office of the United Nations High Commissioner for Human Rights (OHCHR)**. It has been through several transformations and traces its origins back to the United Nations Transitional Authority in Cambodia (UNTAC).

OHCHR celebrated the 20th year anniversary of its country presence in Cambodia in 2013. **The Country Office, which was established** by Resolution 1993/6 of the then Commission on Human Rights, in accordance with the Paris Peace Accords, gave the then 'United Nations Centre for Human Rights' **a mandate for monitoring, protection and public reporting, as well as technical assistance and advisory services**. The Human Rights Centre, including its Cambodia office, was formally merged with the Office of the High Commissioner for Human Rights in 1998.

The purpose of the assignment is to document the success and achievements of 20 years of work in the form of a number of deliverables. The final products will be used for promotional activities, as reference material and for fund raising activities.

3) Scope of Work

-Drafting Success Stories on OHCHR's successful achievements in different thematic areas and/or intervention

-Producing fact sheets reflecting OHCHR's activities and achievements

-Producing materials for online reference archive

- a. Producing Video statements with key individuals – edited highlights, each lasting about maximum two to three minutes in total.
- b. Collecting key documents (reports, relevant legislation, etc.) arranged in easily searchable format.
- c. Organizing summaries and bibliographies on each theme.

-Drafting an illustrated and laid-out written report on 20 years of OHCHR's work in Cambodia

4) Expected Outputs and Deliverables

The style of the deliverables should be engaging and accessible to a general audience, rather than academic in tone. Although the aim is to promote OHCHR and its work, the deliverables should be couched in a humble and respectful tone to enable their use in varied contexts.

The primary language will be English. OHCHR Cambodia will take responsibility for their translation into Khmer.

Planning materials:

- a. Schedule of work*
- b. Preliminary contacts/interviewees list*
- c. Preliminary bibliography*
- d. Interview questionnaire*

Research phase:

- a. Identify the key achievements of OHCHR in Cambodia since 1993; e.g. systemic changes, introduction of international human rights norms into national law or practice, demonstrable increase in the level of "rights consciousness", ratification and implementation of international conventions on human rights, etc;*
- b. Identify linkages and synergies between the above;*
- c. Chart the evolution of OHCHR's work in Cambodia.*

After the planning and research phases, the deliverables should:

Output 1- (Approximately 10 days) By January 2015

*8 illustrated and laid-out one page **factsheets**, summarizing each of the key themes, for everyday usage.*

Output 2- (Approximately 6 days) By January 2015

5 Success Stories focusing on success and achievements on the thematic areas

Output 3- (Approximately 22 days) By March 2015

Materials for online reference archive:

- a. 5 video / audio interviews with key individuals – edited highlights, each lasting about maximum two to three minutes in total. These Video statements are the statements of the stakeholders regarding their work with OHCHR supporting the Success Story statements.*
- b. Collected key documents (reports, relevant legislation, etc.) arranged in easily searchable format.*

- c. *Summaries and bibliographies on each theme.*

Output 4- (Approximately 22 days) By March 2015

*An illustrated and laid-out **written report** on 20 years of OHCHR's work in Cambodia in Doc, PDF and Publisher format with an option to print copies for distribution. The report would total between 10-20,000 words in English.*

- a. *Foreword by the High Commissioner*
- b. *Introduction by current Country Representative*
- c. *Chapters on different aspects of OHCHR's work and achievements in Cambodia*
- d. *'Box outs' and 'blow quotes' for added interest*
- e. *Glossary and bibliography*

5) Institutional Arrangement

-The consultant will be supervised by the Communications Specialist. All draft deliverables should be submitted to the supervisor for approval. The Communications Specialist will finalize the final outputs of the deliverables after the final clearance from the Representative or OHCHR HQ as required.

-All logistics supports will be provided by OHCHR.

-Travel in the province/s (if required) will be arranged by OHCHR and consultant will receive UN DSA rate as applicable.

Duration of Work

The assignment will take place from (tentatively) November 2014 to March 2015. The consultant will submit draft outputs 1 and 2 by January 2015 and Outputs 3 and 4 by March 2015, as indicated in section 4. During this period, the Consultant needs to be based in the Duty Station

Duty Station

OHCHR, Phnom Penh, Cambodia with possible field travel to Battambang province

6) Payment Milestones

1st payment: 30% after the submission of output 1 and 2

2nd payment: 30% after submission of Output 3

3rd payment: 40% after submission of output 4

7) Degree of Expertise and Qualifications

Education:	<i>Bachelors or Masters in Human Rights, Law, Communications Studies, International Development or other relevant discipline.</i>
Experience:	<i>Minimum 5 years (with Masters) or 7 years (with Bachelors) of professional experience in human Rights AND communications and /or journalism and familiarly in using multi-media technologies (film, print and web-based). Experience of working with the UN is an asset.</i>
Competencies:	<i>Very strong analytical, research, writing and communications skills. Familiarity over relevant technologies for the production of film, print and web-based products. Knowledge of recent Cambodian history or working experience in Cambodia in the field of human rights would be a strong asset.</i>
Language Requirements:	<i>Fluency in English. Knowledge of Khmer would be an advantage</i>