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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-25478)

Date: 11 December 2014

Country:	Cambodia
Description of the assignment :	Consultant for photograph
Project name:	Linking Policy and Practice
Period of assignment/services	15 days, within the period from 1 January to 30 March 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=52359 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
Education, qualifications and publication record,	20
At least three years of Publish professional photographer experiences including Experience of similar work for UN and/or NGOs, especially in Cambodia.	40
Quality of 10 -15 sample photographs submitted	40
Total Obtainable Score:	100

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 photograph
UNDP Practice Area:	National Human Development Report 2014
Cluster/Project:	Linking Policy and Practice
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	UNDP Country Office, Phnom Penh, Cambodia
Expected Place of Travel:	Possible trip to provinces as agreed work plan
Contract Duration:	15 days, within the period from 1 January to 30 March 2015

2. Project Description

UNDP Cambodia is facilitating the write up of the 2015 Cambodia Human Development Report (CHDR). The theme of the 2015 CHDR is human capital for inclusive and balanced growth. Mainly the Report will focus on the current trends of the Cambodian economy in terms of both the macroeconomic and microeconomic structural adjustments needed in the economy; the key challenges and expected policy responses to balance the economic growth with human capital development for sustainable and inclusive growth. The study will also focus on the social and welfare dimensions of the human capital developments in terms of aging and household dynamics.

Like any national human development reports the 2015 CHDR is not a policy outline rather it is an advocacy tool that will provoke policy debate and dialogue based on evidences and facts of development indicators. National human development reports appeal to wide audiences and are best understood as an on-going capacity development and advocacy process in which the published reports themselves represent only part of the process. The final report serves as key reference documents and as measurements toward the fulfillment of human development besides triggering policy dialogue and debates at all levels.

Cambodia's move towards fostering economic growth strategies necessitates to equally developing the capabilities of and opportunities for its population and the youthful in particular. For Cambodia, recognizing and seizing the powerful potential of its young population is the only way forward to reconcile short-term economic growth ambitions with the longer-term interests of the younger generation: healthier and longer life, improved living standards, and access to jobs and productive assets. In Cambodia many young people still enter the labor market with limited soft and hard skills resulting in low pay and low productivity with huge implications to the future of the economy and poor people.

In order to confront the challenges of low education and low human capital UNDP conducts and publishes analytical reports such as the CHDR to support our government partner in areas of evidence-based policy options for human capital development.

The 2015 CHDR is an independent policy analysis document commissioned and facilitated by UNDP. It is a tool for policy analysis reflecting people's priorities, needs and aspirations besides strengthening national capacities, instigating debates and dialogues, analyzing inequalities in human development distribution and measuring progress in human development. UNDP

Cambodia is looking for a professional photographer intended to be included in the 2015 CHDR and other similar reports.

To support the production of this most important evidence base study, UNDP is now looking for a professional photographer as a short-term freelancer.

Assignment will be carried out within Phnom Penh and some other identified locations. The service requester may not always be able to accompany the photographer on assignment, so clear understanding and experience of the UNDP's image needs and general development issues will be essential in advance.

3. Scope of Work

Purpose of the photo clips:

The purpose of the photo clips is to promote the human face of development beyond the usual statistical and quantitative measurements.

Objective:

Photos produced by the professional photographer will be utilized in:

- Analytical reports such as the human development and other policy and academic researches;
- Summary reports, brochure, leaflets, posters, exhibition, websites, report publication etc. and to share with the national and international media; and

Promoting human development and advocacy, to promote the purpose, mission, objectives, and results of the UNDP's work in Cambodia, especially Cambodian HDRs
Such product will be used to promote the mission, objectives and results of the UNDP's work in Cambodia, especially the National Human Development Report 2015 and Human capital development policy based programme.

The work of the professional photographer will cover photo clips in the following areas or themes:

- Education and vocational training – skills people with skills and without
- Health – impact of health on poor people
- Livelihood – people with access to livelihood assets – such as skills, microfinance, and so on
- Inclusive economic growth – where people especially the poor is participating in economic activities including employment and self-employment
- Accessing to information, finance, natural resource and education in both city and rural
- Women in development – skilled women and economic wellbeing

4. Expected Outputs and Deliverables

Photographer will be expected to pre-arrange their exact deliverables with the service requester upon assignment to a certain shoot, to be completed within 15 days in starting from 1 January to 30 March 2015.

Work will be submitted via CD/memory stick or a suitable file share service as arrange between the contractor and the service requester. Photographer should quote a flat daily fee, inclusive of all professional costs other than travel, subsistence and accommodation.

As a guideline, photographs commissioned by the UNDP should be submitted:

- No less than three working days after the end of shoot (or earlier)
- With the understanding that the people depicted in the photographs have given their permission for the photographs to be used (release forms may be necessary for vulnerable individuals e.g. people living with HIV, survivor of abuse etc.)
- In a digital format suitable for large-size color printing (i.e. 300dpi RAW, .tiff, and/or .jpeg formats)
- With appropriate cropping, color adjustments, noise reduction and other post-processing as agreed by the service requester.
- Accompanied with caption and/or embedded metadata, specifying activities depicted, location, date and time, name of subjects, photographer name and any other relevant details.
- Captions should be in English, not to exceed 100 words.

Photographer is also responsible for pre-selecting shortlist of the best images from each shoot before submission: As a guideline, 30-50 images should be submitted for each day.

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Satisfactory completion of inception report and work plan	2 working days	1st week of January 2015	Policy and Research Coordinator, Media and Communication Consultant.
2	Photos/best images submitted and accepted.	13 working days	4 th Week of February 2015	Policy and Research Coordinator, Media and Communication Consultant
Total # of Days:		15 days		

5. Institutional Arrangement

The photographer will perform his/her work under the direct supervision of the Policy and Research Coordinator. The photographer will work in close collaboration with the NHDR team and the Media, Communication and Advocacy Consultant for NHDR.

Photographer will be briefed in advance by the project team on this assignment. This may take place in person.

The Media, Communication and Advocacy Consultant for NHDR may assist or deputize during the briefing if required.

Photographers may be accompanied and guided by a UNDP staff member during the assignment, or may be required to work independently. If working independently (for example in remote rural areas), the photographer is expected to remain in daily contact with the service requester, by whatever means available.

The photographer may also be expected to liaise with other parties e.g. Partner organizations, local NGOs, local authorities, communities etc.

In the event that the photographer is asked to travel overnight away from his/her base location [i.e. Place of residence, business offices in Cambodia], UNDP Daily Subsistence Allowance (DSA) will be paid on a per diem basis to cover accommodation, meal etc.

Photographer is expected to cover their own travel cost if the assignment takes place within 5km of their base location.

Transportation to/from the photographer's base location may be provided by the UNDP and/or relevant partner organizations. If not, the photographer must collect evidence of transportation costs (receipts, fuel bills etc.) and submit a claim via the service requester.

Photographer commissioned by the UNDP in Cambodia is also expected to observe UN security recommendations e.g. to avoid designated areas at designated times. The UNDP cannot provide insurance for any damage to the photographer's equipment or personal injury experienced during an assignment.

Photographer should observe the highest ethical standards while obtaining images, and immediately disclose any relevant information to the service requester. For example, people may be 'posed' to obtain a good shot but the pose should be relevant to their involvement in the subject matter. High discretion is advised when photographing people living with HIV, survivors of abuse, children etc.: refer to the UNDP Communication Unit for advice and guidelines.

6. Duration of the Work

The photographer is expected to work for 15 days within the period from 1 January to 30 March 2015.

Selected, edited and captioned images should be handed in no less than one week after the agreed delivery date.

Photographer is expected to propose the activities plan with exact date for this assignment once he/she is selected.

Photographer may also expect to be asked for his/her schedule flexibility at a very short notice (at least 2 days in advance), for example, certain event cover the themes mentioned above

7. Duty Station

All work will be undertaken within Kingdom of Cambodia. Locations may vary, but photographers should expect to visit remote and/or rural locations as the subject matter requires.

They should also be prepared to report back to the Policy and research Coordinator during the remote assignment, if this is no accompany by the NHDR team or the Media, Communication and Advocacy Consultant

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> Minimum of a bachelor degree in relevant field such as media, journalism, art, communication, and social development is preferred.
Experience:	<ul style="list-style-type: none"> A minimum of three years of relevant working experience as a published professional photographer.
Competencies:	<ul style="list-style-type: none"> Membership of relevant professional institutes and/or academic or vocational qualifications are preferred. The ideal candidates will be possess extensive knowledge of Cambodia, professional photojournalism experience in Cambodia and will be based in Cambodia. Candidate should have broad understanding of the UNDP development work and other relevant issue in Cambodia.
Language Requirement:	<ul style="list-style-type: none"> Excellent in communication in Khmer Excellent in English written and oral communication skills.
Other Requirements (if any):	<p>Previous work (e.g. online or printed portfolios) should be submitted (or links provided) to support the application, along with a CV/Resume and references, and a list of recent publication featuring the photograph's work.</p> <p>Portfolios should comprise at least 20 captioned images showing the photographer's technical and journalistic competence.</p> <p>Portfolios containing images of development work in Cambodia, UN or NGOs, will have an advantage.</p>

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

Technical Evaluation Criteria	Obtainable Score
Education, qualifications and publication record,	20
At least three years of Publish professional photographer experiences including Experience of similar work for UN and/or NGOs, especially in Cambodia.	40
Quality of 10 -15 sample photographs submitted	40
Total Obtainable Score:	100

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 Satisfactory of inception report and work plan	2nd week of January 2015	20%
2	Upon satisfactory submission of selected photographs/images as per agreement.	4th week of February 2015	80%