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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-26660)

Date: 15 January 2015

Country:	Cambodia
Description of the assignment :	Consultant – Installation of the case database in five more courts of first instance in the provinces
Project name:	OHCHR Rule of Law Programme
Period of assignment/services:	100 days worked over 6 months starting on 16 February 2015

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=53068 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
Knowledge and experience of developing and installing information management systems	40 points
Experience in providing training on information management systems	30 points
Working knowledge and experience of the Cambodian justice system, especially of the case database in Phnom Penh Municipal Court, is an asset	10 points
Knowledge of relevant programming languages and databases	10 points
Fluency in oral and written Khmer and English	10 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

1. Assignment Information

Assignment Title:	Consultant – Installation of the case database in five more courts of first instance in the provinces
UNDP Practice Area:	OHCHR Rule of Law Programme
Cluster/Project:	Rule of Law Unit
Post Level:	Junior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	Travel required to courts of first instance in the provinces
Contract Duration:	100 days worked over 6 months starting on 16 February 2015

2. Project Description

For many years, court administration and case management were given low priority in the Cambodian justice system despite the fact that they play an important role in the administration of justice. In most courts, all information about cases is registered in paper only, manually entered in registry books which are not searchable. In order to determine the status of a particular case, court users, including lawyers, has to identify which prosecutor or judge is in charge of the case, then identify which clerk works for that particular judge or prosecutor and contact this person for information. Case files regularly get lost when a judge and/or a clerk transfers to another court, resigns, retires or dies. There is no efficient centralized case management system in each court of first instance. Court presidents are often unable to provide statistics on the number of cases registered, pending, decided, etc, or the number of final judgments issued and shared with the prisons.

The result is a clear of efficiency and transparency in the court system, which leads to a lack of accountability. The right to be tried promptly is regularly violated, with many prisoners languishing in excessive pre-trial detention. Some prisoners are not released upon serving their sentence because of a lack of required court papers, including a final judgment.

The only court of first instance to have established a case database is Phnom Penh Municipal Court. The database was developed with support from the East-West Management Institute (EWMI) funded by USAID. It initially focused on case of trafficking and was later expanded to cover all criminal cases. 20,000 cases have now been entered into this database. The database is searchable by case number, name of the accused, name of the victim, name of the judge, name of the prosecutor, name of the clerk, etc. Court users can go to the chief clerk and request information on their case. The case database also allows for scanning of documents, such as court orders, into the system. EWMI has agreed to let OHCHR use the case database software it had developed. The objective of the current project is to replicate this case database to up to five other courts of first instance in the provinces.

3. Scope of Work

The Consultant will assist the Rule of Law Unit in installing the case database developed for Phnom Penh Municipal Court in up to five other courts of first instance. In particular, the Consultant will organize the following activities:

- a. Conduct a brief review of the use of the case database in Phnom Penh Municipal Court in order to draw lessons for the other courts and in particular identify challenges in the efficient use of the database (5 days' work). A brief report will be drafted and submitted by 20 February 2015.
- b. Help identify three courts of first instance where the case database will be installed and conduct assessment visits in these courts (10 days' work). The three assessment visits will be conducted by 13 March 2015.
- c. Install the case database in the three courts, conduct initial trainings for all relevant court officers and provide on-the-job training on entering case data, uploading court orders and judgments, and using the database to search for a case, generate the case log report and generate a list of persons on pre-trial detention (30 days' work). The database will be installed and initial trainings provided in three courts by 5 May 2015.
- d. Help identify two other courts of first instance where the case database will be installed and conduct assessment visits in these courts (10 days' work). The assessment visits will be conducted by 27 May 2015.
- e. Install the case database in the two courts, conduct initial trainings for all relevant court officers and provide on-the-job training (20 days' work). The database will be installed and initial trainings provided in two other courts by 26 June 2015.
- f. Conduct follow-up visits to the five courts and provide maintenance advice to local court officers (25 days' work). The follow-up visits will be conducted by 31 July 2015.

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	Report on a brief review of the use of the case database in Phnom Penh Municipal Court	5 days	20 Feb 2015	Ms. Catherine Phuong, Coordinator of Rule of Law Unit
2	Assessment visits to three courts of first instance	10 days	13 Mar 2015	Ms. Catherine Phuong, Coordinator of Rule of Law Unit
3	Installation of the case database in the three courts and initial training	30 days	5 May 2015	Ms. Catherine Phuong, Coordinator of Rule of Law Unit
4	Assessment visits to two other courts of first instance	10 days	27 May 2015	Ms. Catherine Phuong, Coordinator of Rule of Law Unit

5	Installation the case database in the two courts and initial training	20 days	26 Jun 2015	Ms. Catherine Phuong, Coordinator of Rule of Law Unit
6	Follow-up visits to the five courts	25 days	31 Jul 2015	Ms. Catherine Phuong, Coordinator of Rule of Law Unit
Total # of Days:		100		

5. Institutional Arrangement

The Consultant will be directly supervised by the Coordinator of the OHCHR Rule of Law Unit, under the overall supervision of the OHCHR Representative.

6. Duration of the Work

The work will be completed between 16 February and 31 July 2015. During this period, the Consultant will be paid for 100 days, worked as per agreement with the Coordinator of the Rule of Law Unit.

7. Duty Station

The Contractor's duty station for the contract duration will be Phnom Penh. The Contractor will be required to travel to five courts of first instance in the provinces, three times to each court. Only transport and DSA will be covered by OHCHR.

When in Phnom Penh, the Contractors will be required to be present at the OHCHR office during the work. It is expected that the consultant will spend most of the time in the provinces.

8. Minimum Qualifications of the Individual Contractor

Education:	Masters's Degree in Computer Science (A Bachelor's degree in combination with four additional years of qualifying work experience may be accepted in lieu of the Master's degree)
Experience:	3 years of relevant professional experience at the national level (7 years if Bachelor's degree)
Competencies:	<p>Knowledge and experience of developing and installing information management systems</p> <p>Experience in providing training on information management systems</p> <p>Working knowledge and experience of the Cambodian justice system, especially of the case database in Phnom Penh Municipal Court, is an asset</p>

	Knowledge of relevant programming languages and databases such as HTML, XHTML, JavaScript, .NET, CSS, PHP, SQL, MySQL, SQL Server and others
Language Requirement:	Fluency in oral and written Khmer and English
Other Requirements (if any):	n/a

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

Technical Evaluation Criteria	Obtainable Score
Knowledge and experience of developing and installing information management systems	40 points
Experience in providing training on information management systems	30 points
Working knowledge and experience of the Cambodian justice system, especially of the case database in Phnom Penh Municipal Court, is an asset	10 points
Knowledge of relevant programming languages and databases	10 points
Fluency in oral and written Khmer and English	10 points
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	Submission of the brief review of the use of the case database in Phnom Penh Municipal Court, completion of the assessment visits to three courts of first instance, completion of the installation of the case database and initial training sessions in the three courts	5 May 2015	45%
2	Assessment visits, installation of the case database, initial training sessions in two more courts of first instance and completion of the follow-up visits to the five courts.	31 July 2015	55%